

Triomics

CIN NO. U85300UP2020PTC136648
TRIOMICS HEALTHCARE PRIVATE LIMITED

Dear Amresh,

We were all very excited to meet and get to know you better over the last few days. We have been impressed with your background and would like to formally offer you a six-month internship position as a Clinical Trial Associate. This is a full-time and on-site position.

This position is scheduled to begin on or before 15/07/2022. We will be offering you a monthly amount of INR 20,000 and accommodation. In this role, you will report directly to Harsh Jain, Growth Manager. Further details will be communicated to you via email. Your compensation plan will be communicated in the internship agreement.

During your internship with Triomics, you may have access to trade secrets and confidential or proprietary business information belonging to Triomics. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Triomics.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact me. Please review this letter in full, and sign and return it via email to confirm your acceptance of the position. We look forward to having you at Triomics.

Welcome to our team!

Sincerely,



Sarim Khan
Chief Executive Officer

I, Amresh, accept the above offer.

Amresh Yadav
15/07/2022



PROVISIONAL OFFER LETTER

To,

Date: 12/05/2022

Name of Candidate: Abhishek Kumar Yadav

Mobile Number: 7068954478

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16C, Industrial Area No.1, Dewas, Madhya Pradesh-455001

Reporting Date & Time: Date: 1/7/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak Chouhan (8966046742)

Name of Position: Trainee

Qualification Required: ITI /BSC/MSC/B.PHARMA

Stipend + Attendance Incentive: 11,000-14,000/- per month

OJT: 12 HRS

Canteen Facility: One time as per Company Policy

Shift: Rotational – Day/Night

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



EAST INDIA PHARMACEUTICAL WORKS LIMITED

Regd. Office : 6, Nandalal Bose Sarani, (Formerly Known as Little Russell Street), Kolkata - 700 071, India
Telephones : (033) 2287 2262, 2287 3004, 2287 3007, 2287 3009, 2287 3041, 6693 5400
Fax : 91-33-2287 4289, E-mail : eastindia@eastindiapharma.org
CIN : U24231WB1936PLC008598, Website : www.eastindiapharma.org



PER/APT/ 193822 /22

10th August, 2022

Mr. Amit Kumar Yadav.
S/O. Mr. Ram Govind Yadav,
Vill & Post – Bahadura,
Sikandarpur,
Ballio,
Pin – 277 207, U.P.

Dear Sir,

With reference to your application and the subsequent interviews you had with us, we have pleasure in offering you as a “**Trainee Medical Representative**” in this Organisation with effect from **16th August, 2022**, on the following terms and conditions: -

The period of training will be for **1 (One)** year, which may be determined, earlier or may be extended at the sole discretion of the management. During the said period you will be given opportunity to acquire knowledge in our classroom training and experience in the fieldwork. You will also be required to work during this period on your own in the field as a part of your training programme. Your progress in different facets of the training mentioned above will be reviewed and assessed from time to time.

You will be under the direction and administrative control of the Head Office at Kolkata. The direction and administrative control from the Head Office will be exercised through respective Branch Manager of the area where you may be posted for training during the period. In regards to matters connected with your training you will receive instructions from such Branch Manager and/or his nominee/s of the area where you will be posted for training.

If your achievement and performance during the period of training are considered satisfactory, you may be offered the position of a **Medical Representative** of the Company. The other terms and conditions of such appointment will be informed to you separately.

During the training period, you will receive a **stipend of Rs.17000/- (Rupees Seventeen Thousand)** only per month.

Your date of birth has been recorded by us **24.07.2000**, as submitted by you.

You will also be entitled to daily allowance at the rate fixed by the Company to defray your expenditure, which you may be incurring from time to time in course of your participation in the training programme.

During the period of training, while you will be entitled to festival holidays, as observed in the Company, you will not be entitled to either any privilege leave or casual leave. However, subsequently, if absorbed in employment as a Medical Representative, you will be entitled to privilege leave as per the rules of the Company.

Contd. 2.



(2)

Mr. Amit Kumar Yadav.

During the period of your training, your training arrangement may be terminated at any time by the Company without assigning any reason or giving any notice. Similarly, you will also be at liberty to terminate this arrangement at any time without assigning any reason or giving any notice.

Upon expiry of the period of training programme as envisaged herein or upon sooner determination thereof you shall return to the Company all the Company's properties that may be lying with you.

While you are liable to be transferred to any part of India during training period or subsequently on absorption in service with the Company, at present, you will be receiving training under **Lucknow Branch II** and in regard to the matters connected with your training as well as your Head Quarter, you will receive instructions from **the Branch Manager, Lucknow Branch II**. In case of your transfer to any other territory, your head quarter shall also change accordingly.

You shall devote your whole time and attention solely and exclusively in participating in such training and shall not engage yourself in any other activity.

Any legal dispute arising out of this assignment and / or subsequently if you are absorbed in employment as a Medical Representative with this Company, shall be settled within the jurisdiction of the courts at Calcutta (West Bengal). You will always be under the direct control of our Head Office in Calcutta, irrespective of your posting in different Head Quarters. You shall be governed by the rules and regulations of the Company as are in force from time to time.

If the terms and conditions, as laid down above are acceptable to you, please sign the duplicate copy of this **letter of offer** and return the same to us for our record and as a token of your acceptance along with the filled up **Application Form for Employment, Form 'F'-Gratuity Nomination Form (in triplicate) & Form 2 – PF Nomination and Declaration Form**.

You are requested to report to **Mr. Sudeep Mukherjee, Branch Manager, Lucknow Branch II**, for training at the below noted address on **16.08.2022 at 9-30 a.m. sharp**.

Mr. Sudeep Mukherjee,
East India Pharmaceutical Works Ltd.,
Office No.5, 4th Floor, Saran Chamber - 1,
5, Park Road, Lucknow – 226 001

If you fail to report at the time, date and address given above, it will be presumed that you are not interested in our training programme and our offer will be automatically withdrawn.

Yours faithfully,

FOR EAST INDIA PHARMACEUTICAL WORKS LTD.,


MANAGING DIRECTOR.

Copy to : The Branch Manager, Lucknow
 The Marketing Manager, H.O
 Accounts Dept. H.O.
 Adv. Dept. H.O.
 Estab. Dept. H.O.

The Area Manager/Sup (Sales)
Mr. N. Talukdar - Adviser.
Personnel Dept. H.O.
P.F. H.O



Date: 30/07/2022

LETTER OF INTENT

Dear Anshu,

With ref. to the subsequent discussion on your candidature, we take the pleasure in inviting you to join Hindustan Wellness Pvt ltd as **“Wellness Officer”** at a yearly remuneration of Rs. **2,16,000 /-** **(Two Lakh Sixteen Thousand Only).**

You are hereby requested to bring along the below mentioned documents to the venue along with this letter for your joining documentation and training on **01/08/2022 @ 11:00 am.**

Venue:

Hindustan Wellness Pvt Ltd,
Plot 107, 3rd Floor,
Sec - 44, Gurgaon.

Documents Required:

1. Class 10 Certificate
2. Class 12 Certificate
3. Graduation Certificate
4. Aadhar Card
5. Pan Card
6. Photograph - 4 copies
7. Cancelled Cheque/Bank Pass Book Copy

All the Best!!!

With Regards,

Manisha kumari
HR Department
Hindustan Wellness Pvt Ltd



Website : www.yrips.org

Mob. : 93072464

Yashraj College of Professional Studies

Ashish Shukla (Advocate)
Secretary

GRAM :- JINDAPURWA, POST TATIYAGANJ (MANDHANA), KANPUR NAGAR, PIN : 2092

Letter for Tentative Selection

To,

Ms. Bhavya Jha

D/O Mr. Pradeep Chandra Jha

Add:- H.G. 58, Barwa - 3, Janta Nagar
Kanpur

Dear M/ Ms. Bhavya Jha

As per the interview conducted on 20/12/2021 (Round 1), you have been found suitable candidate for the post of Lecturer in Our college. There is final Round (Round 2) that will include demo class/ presentation at our college (Yashraj College of Professional Studies). you are required to report at college along with this letter on 27/12/2021 (09:00 am to 04:00).

Thanking you.

With Regard.

Director

Yashraj college of Professional studies,
Vill- Jindapurwa, Tatiyaganj (Mandhna), Choubeypur
Kanpur Nagar- 209217

Kozent Tec Private Limited

325, Vth Floor, Atulya Apts, Block A, DDA Multistorey
Sector 18B, Dwarka, Delhi 110076
Ph. +91-9910098360
E-mail: manishthakur76@hotmail.com
CIN : U72900DL2005PTC138909

July 27th, 2022

Ms. Bhavya Mishra,
D/O Surya Pratap Mishra,
R/O- Hno-148, Deoria Ramnath,
Uttar Pradesh, 274001

Offer Letter

Ms. Bhavya Mishra,

We are pleased to offer you the full-time position of **Trainee Medical Scribe** at Kozent Tec Private Limited with a start date on **July 27th Wednesday, 2022**. You will be reporting directly to **Production Manager**. You will be joining us at **C-10, Ground Floor, Sector 3, Noida, UP 201301**. We believe your skills and experience are an excellent match for our company.

You will be paid stipend for this position will be as per your discussion with **Mr. Puneet Kapoor** and me on successful completion of preliminary and advance stages of training by direct deposit. A detailed appointment letter will be issued at successful completion of the training as per company policy.

You are required to fill in **Annexure A, work commitment bond**.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Kozent Tec Pvt. Ltd.

Manisha

Maneesha Tyagi
(HR Manager)

Bhavya Mishra
27/07/22



eTeam InfoServices Private Limited

Subject - Letter of Intent

Navia Hasan Khan
Noida, India

Date: May 23, 2022

Dear Navia,

With reference to the discussions we had, we are pleased to offer you the position of “Associate Technical Recruiter-US Staffing” With eTeam Info services Pvt. Ltd.

You are expected to join on “May 25, 2022”, failing which, eTeam reserves the right to rescind this letter. A formal Appointment letter will be issued to you on your joining.

Your Annual Cost to Company (CTC) will be **Rs. 3,00,000 (Rupees Three Lakh Only)** as detailed in Annexure “A” and you will be required to work **remotely** from home.

You must have a personal computer or laptop with internet access (Broadband connection) at home. You will be required to establish an appropriate work environment within your home for work purpose. eTeam will not be responsible for costs associated with initial setup or working of the employee’s home office including and not limited to cost of computer, phone and internet connection, printers, scanners cost of repair of any home office equipment or shipping costs.

You are required to submit the following documents on your date of joining:

- Copies in support of your educational qualification(s)
- Copies in support of your work experience.
- Copy of your resignation letter from current employer.
- Copy of your relieving letter from current employer.
- Four passport size photographs
- Last three-month salary slips.
- Copy of your Pan Card.
- Form 16/salary certificate.
- Address proof (copy of Driving License, Aadhar card, voter ID, etc.)

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

We welcome you to the eTeam family and look forward to a long and fruitful association.

Yours Sincerely,

For eTeam Infoservices Pvt. Ltd

Agreed & Accepted By

Authorized Signatory

Mohd Asif Saeed
India HR Head

285 Davidson Avenue Suite 406, Somerset, NJ 08873-4153

- A-4 & 5, First Floor, Logix Park, Sector-16, Noida – 201301
- 1st Floor SVR Complex 89, Hosur Road, 1st Stage, Kormangala, Bengaluru, - 560068
- 7th Floor, Sheth Corporate Tower Nr. Nagri Hospital, Ellisbridge, Ahmedabad- 380006

eTeam InfoServices Private Limited

Annexure "A"

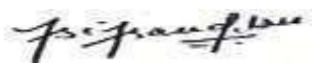
Entitlements: All entitlements listed below are Subject to Company Policies, Procedures and Guidelines that may be in force or as issued/Changed from time to time. All perquisites and benefits, including reimbursements, are Subject to Income Tax as per the provision of the Income Tax Act, 1961, which may be applicable, including tax on perquisite value. The Details of your remuneration are as under:

Salary Breakup

Name of Candidate	Navia Hasan Khan	
Location	Noida, India	
Designation	Associate Technical Recruiter	
Medical Reimbursement Category	III	
Particulars	Per Month	Per Annum
Basic Salary	15100	181200
HRA		0
Statutory Bonus	1258	15094
Personal Allowance	5024	60286
Sub Total (A)	21382	256580
Retrials - Employer Contribution (B)		
Mediclaime	285	3420
Sub Total (B)	285	3420
Total Fixed Compensation (A+B)	21667	260000
Variable Pay (C)		
Annual Retention Bonus		40000
Sub Total (C)		40000
Total CTC (A+B+C)	21667	300000
Net Payable In hand	21382	256580
Additional Benefits		

* Annual Retention Bonus is payable on one year completion from the date of joining and employee must be on Active roles at the time of actual payment and not serving notice period.

For eTeam Infoservices Pvt. Ltd



Authorized Signatory

Mohd Asif Saeed
India HR Head

Agreed & Accepted By

285 Davidson Avenue Suite 406, Somerset, NJ 08873-4153

- A-4 & 5, First Floor, Logix Park, Sector-16, Noida – 201301
- 1st Floor SVR Complex 89, Hosur Road, 1st Stage, Kormangala, Bengaluru, - 560068
- 7th Floor, Sheth Corporate Tower Nr. Nagri Hospital, Ellisbridge, Ahmedabad- 380006



eTeam InfoServices Private Limited

Navlika Tewari
Noida, India

May 25, 2022.

Dear Navlika,

Subsequent to our discussion and letter of offer, we have pleasure in appointing “**Navlika Tewari**” in eTeam Info Services Pvt. Ltd as “**Associate Technical Recruiter -US Staffing**” You are expected to join on or “**May 25, 2022**”, failing which, Company reserves the right to rescind this letter.

Your Annual Cost to Company (CTC) will be **Rs.3,00,000 (Rupees Three Lakh Only)** as detailed in Annexure “A” and you will be required to work **remotely** from home.

During your period of employment, you would be governed by the terms and conditions as per the appointment letter and HR Handbook which is subject to amendment from time to time at Company’s sole discretion.

I. DOCUMENTS

You shall furnish at the time of starting employment (or within one week thereafter) the documents to the Company as mentioned below. Any delays in submitting the requested documents, may affect your joining or processing your first pay.

This appointment is offered to You, based on your having furnished the Company, correct information regarding your past services and other records. If at any time it is revealed that employment has been obtained by furnishing false/inappropriate information or withholding pertinent information, the Company in its sole discretion may terminate your service at any time without notice and Company shall be free to pursue any action against You as provided under the local law.

- Copies in support of your educational qualification(s) (marksheets and degree certificates)
- Copies in support of your work experience (Offer/appointment and experience/relieving letters)
- Copy of your resignation acceptance or release communication from current employer
- 2 passport size photographs
- Form 16/salary certificate/Bank Statement
- Address proof (Aadhar Card, PAN, Passport etc.)
- Compliance Documents (Form F, Form 2, Form 11, etc)

II. SALARY

a) Your annual remuneration is as specified in Your Annexure “A”.

b) This compensation package has been customized for You after taking into account your qualifications, and relevance of experience and your roles and responsibilities.

eTeam Infoservices Pvt. Ltd.

1st Floor SVR Complex 89, Hosur Rd, 1st Stage, Koramangala, Bengaluru, Karnataka 560068 7th Floor, Sheth Corporate Tower Nr. Nagri Hospital, Ellisbridge, Ahmedabad- 380006 A-4 & 5, First Floor, Logix Park, Sector-16, Noida – 201301 1001 Durham Avenue, Suite 201, South Plainfield, NJ 07080



eTeam InfoServices Private Limited

c) You will be required to strictly **maintain the secrecy** and ensure that You do not divulge or communicate in any manner, any information regarding **your remuneration/terms of employment**, to any other employee, except to the Head of your department and the Head of HR Dept. of the Company.

d) In the similar way, when deputed to work or while interacting **at the client site**, You are expected to **maintain full confidentiality regarding your salary packages** and expected not to discuss or disclose the same at any time, to any member of the client staff in the interest of maintaining and promoting good and ethical functional business relations with other clients.

e) Please note that the salary structure of the Company may be altered/modified at any time without prior notice and other terms may accordingly be altered/modified at any time. Further salary, allowances and all other payment benefits will be governed by the Company's rule as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source.

III. PROBATION

You will be placed on probation for a period of Six (6) month from the date of Your commencement of employment. This period of probation may be reduced or extended for a further period of One (1) month, at the absolute discretion of the Company and in either case; You will be informed in writing prior to or upon expiry of the initial period of probation in case, it is either reduced or extended. During the probation period, your employment will be subjected to termination/resignation by providing or furnishing seven (7) days prior written notice to the Company.

IV. TERMINATION

a) Your employment will be subjected to termination at any time, by providing 30 days written notice or salary in lieu of such notice after the successful completion of the Probation period and 7 days written notice or salary in lieu of such notice during Probation.

b) The Company, however, reserves the right to terminate your employment without any compensation and notice for a 'Cause' The term 'Cause' shall be used in the document mean (i) the commission of a crime involving moral turpitude, theft, fraud or deceit; (ii) conduct that has an adverse effect on the Company's reputation; (iii) substantial or continued unwillingness or inability to perform duties assigned to the Employee; (iv) gross negligence or deliberate misconduct; (v) any material breach of terms and conditions specified in this letter; or (vi) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer; (vii) thereof for misconduct breach of responsibilities or providing sensitive confidential information to competitors/clients or non-performance or absconding from duties and the Company reserves all the rights to take Legal actions against the Employees.

c) Employee cannot use his/her accumulated leave to serve Notice Period.

eTeam Infoservices Pvt. Ltd.

1st Floor SVR Complex89, Hosur Rd, 1st Stage, Koramangala, Bengaluru, Karnataka 560068 7th Floor, Sheth Corporate Tower Nr. Nagri Hospital, Ellisbridge, Ahmedabad- 380006 A-4 & 5, First Floor, Logix Park, Sector-16, Noida – 201301 1001 Durham Avenue, Suite 201, South Plainfield, NJ 07080



eTeam InfoServices Private Limited

- d) When You formally resign from the Services of the Company, the Company may, in its sole discretion, permit You to pay up for the notice period in lieu thereof.
- e) In the event of project closure, You will be relieved from your services with immediate effect without notice.
- f) Your services can be terminated with or without notice/compensation; if You fail to clear background check and the report status is Amber/Red.

V. **ABSCONDING WITHOUT NOTICE**

In case, if You are on unplanned/unapproved leaves or any such leaves, which has been taken without any prior approval from the Reporting Manager for three or more than three Consecutive Days, it shall be deemed that You are no more interested to Work with the Company and will be declared absconded from the Services. Furthermore, In case if You quit the Job without serving proper notice period as stipulated in the Appointment letter with eTeam Infoservices Pvt. Ltd., or its client, You shall be considered as “Abscond”. In such an event, the Company has the rights to pursue any legal action, if wishes to do so, against You and You shall be liable to bear all the Cost which include Jurisdiction Cost, Financial Loss, Value loss or any such loss which has impacted by any means to the Company or its Clients. In addition, if you are considered absconded, then Company will provide your status of employment in your future reference checks and background checks as “absconded”.

VI. **SALARY REVIEW**

Your Salary will be reviewed periodically as per the policy of the Company subject to alterations from time to time. Increments will be solely based on your progress in the Company. Taxability of the salary and benefits will be as per Income Tax Rules.

VII. **GENERAL**

a) Medical Fitness

Your appointment with Company will be subject to; (i) your being found medically fit and certified by your family doctor and, (ii) receipt of satisfactory references. We would require You to complete medical formalities before You join the organization.

At any point of time during your service with the Company, if You are found to be unfit or incapacitated to give your service on medical grounds, You will be liable for termination from the services of the Company. The opinion of the Doctor appointed/authorized by the Company in this regard will be taken as final and binding.

b) Absence

Any absence for a continuous period of THREE days of unsanctioned leave, including your over-staying the period of leave by THREE days (i.e. a total of SIX days of not reporting to work without prior intimation) may automatically make You lose your employment with the Company, and your service shall automatically stand terminated without any notice or any Compensation in lieu of such notice (as stated in this letter) and Company may or may not provide, in its sole discretion, intimation of such termination. In such a situation You will be liable to pay one month's gross salary to the Company as liquidity damages.

eTeam Infoservices Pvt. Ltd.



c) Responsibilities and Job Description

The Company reserves the right to assign the responsibilities and job description and allocate additional functions in your jobs description according to its need and requirements prevailing at the time. Any such re-designation shall not negate any other portions of the terms and conditions of employment. You will be required to work on any project assignment in India or Abroad on which the Company may depute You from time to time. You will be required to document all your work on regular basis, as per the Company rules.

d) Training

You will be required to undergo various specialized (internal/external) training which the Company may arrange for You from time to time and You will be required to adhere to the schedule as specified for the training programs.

e) Duty Hours

You shall attend office according to the rules prevalent from time to time. You may also be called upon to attend to your duties as and when required in shift or on holidays, in accordance with exigencies. In view of your position, it may be necessary for You to undertake such work, as well as undertake tours and travel.

During deputation at Client site, You will be required to strictly follow the rules and regulations of the Client and Company and adhere to the code of conduct. All the Leaves have been pre-defined by the Organization basis on the Business and Client requirement at the Start of Every year and it may differ from location to location, or Client to Client basis on the Business purpose and it can be changed, subject to matter of Organizational or Client requirement.

f) Attendance

Employee acknowledge and understand that his/her leaves are subject to approval from respective Project Manager / Supervisor has to ensure such approval to be submitted before 30th day of every month. In case, if leaves are approved after 05th of that specific month, in that case, salary will be processed on 15th of every month. In addition, Employee must complete his/her 9 hours every day for full attendance.

g) Location/Travel

You will be presently based at your Project's Location. It is understood that this appointment will involve your posting or travel anywhere in India or abroad.

h) Commitments

It should be clear to You that there are no other commitments made by the Company in terms of your compensation or otherwise other than what is mentioned in the appointment letter.

i) Professional Ethics

You will be required to deal with the Company's money, material and documents with utmost honesty, confidentiality and professional ethics. If You are found guilty, at any point of time of moral turpitude or of dishonestly dealing with the Company's reputation, money or material or documents or of theft or of misappropriation, regardless of the value involved, your Service would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

eTeam Infoservices Pvt. Ltd.



eTeam InfoServices Private Limited

j) Usage of Software/Hardware

You are strictly prohibited from bringing any unauthorized infringed copies of software in the office premises, from any external sources or copying software from one computer system to another which may include any violation/infringement of the Intellectual Property Rights of any party. Non-compliance of this rule will be regarded as a serious offense and will be subject to disciplinary/legal action.

i) Code of Conduct

You shall carry out your work diligently and devote full time and attention to your tasks and while on the premises of the Company and not indulge in activities of personal interest and/or for the personal entertainment or activities which hinder the interest, the business activities of the Company and the performance of your colleagues.

While at work on Company premises, use or possession of alcohol, narcotics or like substance/s is prohibited and use/possession of the same is ground for disciplinary action including but not limited to dismissal.

Whenever there is a change in your personal information, You shall notify the same to the Company, in writing with proof within three (3) days.

VIII. DIRECT CONTACT

During the period of Your employment with the Company, You shall not communicate in any fashion with the Company's Client's technical or administrative (including contracting, procurement, human resources, etc.) personnel concerning any matter or to provide services to Client except that Sub-Contractor's temporary personnel may communicate with the Client concerning those services for which you are being hired.

IX. INTERNET POLICY

It is an implicit part of the conditions of service that You shall act at all times during your service with the Company, in the Company's best interest. You shall be required to strictly comply with the Company's internet policy, which prohibits the use of the Company's computers or such facilities for any purpose not in the accordance with law or for private purposes. You are prohibited from sending or being privy to sending, any objectionable, or anonymous, or pseudonymous e-mail messages to the Company or any other entity by using the Company's facilities, or while in the Company's premises in any location. You shall not extract information or store any type of data or information, in such a manner as to be able to retrieve or take away such information/data after severance of your employment with the Company, howsoever caused. You shall not use the electronic media of the Company to send or receive electronic images or text of any abusive nature.

X. NON - COMPETE CLAUSE

You agree that during the terms of this letter and a period of twelve (12) months following the termination of your employment or twelve (12) months following the Term date or the Termination date of any agreement, whichever is later, You shall not directly or indirectly, on behalf of any individual or entity, be employed by an Company's Client, vendor, broker, end-client, end-user or any entity introduced directly or indirectly to You by Company or any entity

eTeam Infoservices Pvt. Ltd.

1st Floor SVR Complex 89, Hosur Rd, 1st Stage, Koramangala, Bengaluru, Karnataka 560068 7th Floor,
Sheth Corporate Tower Nr. Nagri Hospital, Ellisbridge, Ahmedabad- 380006 A-4 & 5, First Floor,
Logix Park, Sector-16, Noida – 201301 1001 Durham Avenue, Suite 201, South Plainfield, NJ 07080



eTeam InfoServices Private Limited

that You provided services for. You further agree not to solicit, directly or indirectly accept or divert any employment, business, and computer consulting contracts or make any contacts with any Client, vendor, end-client, and end-user otherwise take away from the Company any business the Company had or was actively soliciting during your employment and thereafter. This para shall survive the termination or expiration of this Agreement.

XI. NON-SOLICITATION

You agree that during your employment with the Company and for twelve (12) months thereafter You will not directly or indirectly solicit the employment, consulting or other services of any other employee of the Company, or a Client, end-client or end-user of the Company, or of an entity at which You were placed or introduced as a result of your employment with the Company, or induce any such employees to leave such employment or to breach an employment agreement therewith.

During your employment with the Company and for twelve (12) months thereafter, You shall not directly or indirectly in any capacity induce or allow or attempt to induce or allow any Company employee, consultant, contractor or other party to terminate his or her employment or contractual relationship with the Company. You agree that You will not solicit, divert or accept any employee, consultant, client, end-client, end-user, customer, vendor, broker or contractor of the Company or any entity which, directly or indirectly provided any business to the Company. This paragraph shall survive the termination or expiration of this Agreement.

XII. PROHIBITION OF DISCRIMINATION & HARASSMENT OF CO-WORKERS

You agree not to indulge in any act of harassment mental or physical towards any co-worker at the workplace. Any such act might lead to dismissal of your employment, at Company's sole discretion.

You are equally responsible for creating a harmonious work atmosphere and accordingly should propagate appropriate behavior amongst colleagues and adhere to the same at the work place.

XIII. CONFIDENTIALITY AGREEMENT

You are required to undertake a confidentiality agreement effective from the date of joining.

XIV. NON-DISPARAGEMENT

During the employment and thereafter, you shall not make any disparaging or defamatory statements, whether written or verbal, regarding the business practices of the Company or its Clients; provided, however, nothing in this Section shall prohibit You from making truthful oral or written statements in response to (i) an official request by a government agency, (ii) a court order.

XV. DEPUTATION

During your employment with the Company, You will be liable to be transferred to any of the offices/department of the Company or of the associate companies group companies whether

eTeam Infoservices Pvt. Ltd.

1st Floor SVR Complex89, Hosur Rd, 1st Stage, Koramangala, Bengaluru, Karnataka 560068 7th Floor,
Sheth Corporate Tower Nr. Nagri Hospital, Ellisbridge, Ahmedabad- 380006 A-4 & 5, First Floor,
Logix Park, Sector-16, Noida – 201301 1001 Durham Avenue, Suite 201, South Plainfield, NJ 07080



eTeam InfoServices Private Limited

existing or to be set, whether in the same town/city or anywhere in India or abroad on the same conditions of the employment at the sole discretion of the Management.

XVI. RETIREMENT

The retirement age is 58 years. You will automatically retire without any notice on you completing the age of 58 years. If we find You medically unfit, You may be relieved by the Management at an earlier date also. Company reserves the right to extend your services after retirement.

XVII. OVER PAYMENT

You acknowledge and accept that after the termination of your employment and thereafter, in case of any over payment in full and final settlement, Company reserves the right to take back the overpaid amount at any time, from You and You shall pay the same within 15 days of the written notice provided to you claiming such overpaid amount. In case of a breach of this clause, Company reserves the right to seek legal remedies available under the applicable law. This obligation shall survive the termination of this agreement.

XVIII. COMPANY'S OVERRIDING RIGHT TO SUE FOR RELIEF

Notwithstanding any reference to specific terms and conditions noted hereinabove, the Company expressly reserves its right at law to take recourse to such action as appropriate against errant employee and/or claim damages for any injury or damaged property or person sustained owing to lapses/negligence by the concerned employee.

Please note that the above rules and regulations are subject to change/amendment/alteration from time to time at the sole discretion of the management without any notice. Any such changes shall also be implied on You.

The management reserves the right to amend, change and introduce a new any or all of the above except what is mandatory under the statutory requirements, at its discretion at any point with or without prior information.

Please sign copy of this letter and return the same to us indicating your acceptance of this appointment and terms and conditions as attached.

We welcome You and look forward to have a long and mutually rewarding association.

Yours truly
For eTeam Infoservices Private Limited

Agreed & Accepted By

Mohd Asif Saeed
AGM - HR

eTeam Infoservices Pvt. Ltd.

1st Floor SVR Complex 89, Hosur Rd, 1st Stage, Koramangala, Bengaluru, Karnataka 560068 7th Floor,
Sheth Corporate Tower Nr. Nagri Hospital, Ellisbridge, Ahmedabad- 380006 A-4 & 5, First Floor, Logix
Park, Sector-16, Noida – 201301 1001 Durham Avenue, Suite 201, South Plainfield, NJ 07080

Annexure "A"

Entitlements: All entitlements listed below are Subject to Company Policies, Procedures and Guidelines that may be in force or as issued/Changed from time to time. All perquisites and benefits, including reimbursements, are Subject to Income Tax as per the provision of the Income Tax Act, 1961, which may be applicable, including tax on perquisite value. The Details of your remuneration are as under:

Salary Break up

* Incentive/Referral/Reimbursement/Bonus or any other variable amount is payable subject to the employee's performance as per Company policies and at the sole discretion of the Company's management and employee must be on active roles at the time of actual payment and not serving any notice period in order to be eligible for the payment.

* Please note that first salary for those who join after the 25th of the month will be processed in following month's payroll cycle post receipt of your complete set of documents.

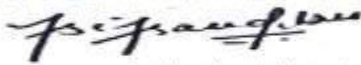
*Any Tax implication arising out of the above structure to be borne by the employee.

*Income Tax relief in respect of Reimbursements will be provided only on production of bills and will be restricted to the amount mentioned against them.

Agreed & Accepted By

Thanking You!!

For eTeam Infoservices Pvt. Ltd.



Authorised Signatory

Mohd Asif Saeed

India HR Head

eTeam Infoservices Pvt. Ltd.

1st Floor SVR Complex89, Hosur Rd, 1st Stage, Koramangala, Bengaluru, Karnataka 560068 7th Floor, Sheth Corporate Tower Nr. Nagri Hospital, Ellisbridge, Ahmedabad- 380006 A-4 & 5, First Floor, Logix Park, Sector-16, Noida – 201301 1001 Durham Avenue, Suite 201, South Plainfield, NJ 07080

Annexure “A”

Entitlements: All entitlements listed below are Subject to Company Policies, Procedures and Guidelines that may be in force or as issued/Changed from time to time. All perquisites and benefits, including reimbursements, are Subject to Income Tax as per the provision of the Income Tax Act, 1961, which may be applicable, including tax on perquisite value. The Details of your remuneration are as under:

Salary Break up

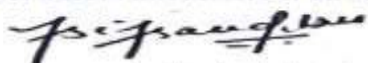
Name of Candidate	Navlika Tewari	
Location	Noida, India	
Designation	Associate Technical Recruiter	
Medical Reimbursement Category	III	
Particulars	Per Month	Per Annum
Basic Salary	15100	181200
HRA		0
Statutory Bonus	1258	15094
Personal Allowance	5024	60286
Sub Total (A)	21382	256580
Retrials - Employer Contribution (B)		
Mediclam	285	3420
Sub Total (B)	285	3420
Total Fixed Compensation (A+B)	21667	260000
Variable Pay (C)		
Annual Retention Bonus		40000
Sub Total (C)		40000
Total CTC (A+B+C)	21667	300000
Net Payable In hand	21382	256580
Additional Benefits		

*Incentive/Referral/Reimbursement/Bonus or any other variable amount is payable subject to the employee’s performance as per Company policies and at the sole discretion of the Company’s management and employee must be on active roles at the time of actual payment and not serving any notice period to be eligible for the payment.

*Net payable In hand salary may vary basis tax & PT deductions as per applicable state government norms.

Thanking You!!

For eTeam Infoservices Pvt. Ltd.



Authorised Signatory

Mohd Asif Saeed

India HR Head

Agreed & Accepted By



Phone: 2236251, 4233943,
4007727

East India Pharmaceutical Works Limited

Regd. Office:
6, NANDALAL BOSE SARANI
(3rd Floor)
KOLKATA - 700 071
CIN : U24231WB1936PLC008598
WEBSITE : www.eastindiapharma.org

OFFICE NO. 5, 5TH FLOOR,
SARAN CHAMBER-I, 5, PARK ROAD
LUCKNOW-226 001 (U.P.)

UP 29/2022 - 2023

01.09.2022

To,
Mr. Ojasvee Shukla,
Trainee Medical Representative,
Mainpuri

Dear Sir,

Further to our Letter of Offer No. PER/APT/193874/22 dated 25.08.2022 to you, we are to inform you that for the time being your Head Quarter will be **Prayagraj (Division II)** with the associated markets as decided by the organization, further to this your field training will be in the above mentioned markets initially and if required, organization can post you in different Head Quarter for Field Training.

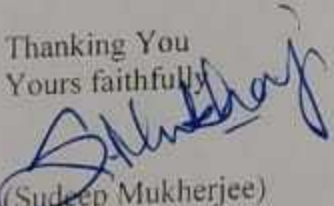
You are also being informed that you will get your working guidance from time to time from Sri Avanish Shukla, Supervisor Sales, Prayagraj, whose mobile no. and e-mail id have been given below.

MOBILE NO.: 9454935371
E-MAIL ID: avanishs54@gmail.com

Also note that after completion of successful Field and Class room Training, you may be posted in different Head Quarter as per Company's requirement. Other terms and conditions of your employment will remain the same as mentioned in the above said Letter of Offer. This is also very important to note that you must work as per the guidance and discipline of our organization. In any case, you should not leave your Head Quarter even on Sundays/Holidays.

We wish you every success in this organization.

Thanking You
Yours faithfully


(Sudeep Mukherjee)
Branch Manager

- Copy to:
1. Sri Jayanta Basu, Marketing Manager, Kolkata
 2. Sri N. Talukdar, Sales Promotion Manager, Lucknow
 3. Sri Somnath Roy, Chief Accountant, Kolkata
 4. Advertising & Promotion Manager, Kolkata
 5. Sri Avanish Shukla, Supervisor Sales, Prayagraj.

Kozent Tec Private Limited

325, Vth Floor, Atulya Apts, Block A, DDA Multistory
Sector 18B, Dwarka, Delhi 110078
Ph. +91-9910098360
E-mail : manishthakur76@hotmail.com
CIN : U72900DL2005PTC130909

May 11th, 2022.

Mr. Prajith Prasannan,
S/O Prasannan V,
R/O Suri Niwas, 3 Sarvapalli,
Opposite Telephone Tower,
Mall Avenue, Lucknow,
Uttar Pradesh - 226001
Aadhar number - 697089239739

Offer Letter

Dear Mr. Prajith Prasannan,


We are pleased to offer you the full-time position of Trainee Medical Scribe at Kozent Tec Private Limited with a start date on **June 15th Wednesday, 2022**. You will be reporting directly to **Training Manager**. You will be joining us at **C-10, Ground Floor, Sector 3, Noida, UP 201301**. We believe your skills and experience are an excellent match for our company.

You will be paid stipend for this position will be as per your discussion with **Mr. Deepak Sharma** and me on successful completion of preliminary and advance stages of training by direct deposit. A detailed appointment letter will be issued at successful completion of the training as per company policy.

You are required to fill in **Annexure A, work commitment bond**.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Kozent Tec Pvt. Ltd.

Manisha


Maneesha Tyagi
(HR Manager)

Prajith
11/05/22

Letter of Intent

Date- **12-05-2022**

Dear Candidates

We are pleased to inform that you have been shortlisted for an OFFER to work at Quess Corp Ltd. (hereinafter referred as Quess), and would be deputed at **21.05.2022** for our Client as mention below as a Production Trainee for a 11months term

On the following terms and conditions:

1. Your Final round interview will be conducted at Client office; accordingly your employment & Tentative Date of Joining will be confirmed.
2. For payroll processing, your actual date of reporting to the client site will be considered as per your date of joining.
3. You undertake to abide by the code of conduct and ethics prescribed by the client as well as QUESS. Any violation of the code of conduct and ethics would be subjected to appropriate and stringent disciplinary action including termination of service.
4. This contract would be exclusively with QUESS and you shall never be or deemed to be the employee of Client, where you have been deputed.
5. The salary is 11000 to 13000 and other details of your salary break up with components will be given after your joining and also it may change as per requirements. Your deputation at any given location will be subjected for change as per the project and requirement.
6. Notwithstanding the Tenure of this offer, in the event of the project / work / deputation for which you are being employed terminates before your offer end period, this offer shall be Coterminous with the project / work. During the period of offer, either of the parties may terminate the Contract by giving 15 days prior notice in writing or payment in lieu thereof. However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, Quess will have/ reserve rights to terminate immediately without giving notice period.

The above is based on current policies of the company; any change in the policy impacting the above points will be communicated through policy communications channel.



All the best!!!

With warm regards,
For Quess Corp Limited.

Quess Corp Limited (formerly IKYA Human Capital Solutions Ltd)

Quess House, 3/3/2, Bellandur Gate, Sarjapur Road, Bengaluru-560103, Karnataka, India Tel: + 91 80 6105 6000 | connect@quesscorp.com | CIN No. U74140KA2007PLC043909

Candidate Name –

Sr No	Name	Mobile No	DOB	Qualification	Address	Remark	Status
1	Shiwangi Tiwari	7985479585	16-10-1995	BSC Bio Since	Kanpur	Interview Done	Selected
2	Kumari Arpita	9140672333	06-06-1998	BSC Biotechnology	Kanpur	Interview Done	Selected
3	Shalini Srivastav	9336314526	19-08-2000	BSC Biotechnology	Kanpur	Interview Done	Selected
4	Pragati Kushwaha	8957184841	01-05-1998	BSC Biotechnology	Kanpur	Interview Done	Selected
5	Pratibha Shukla	6306236341	10-09-1995	B Pharma	Kanpur	Interview Done	Selected
6	Swarnima Pal	6393545351	16-11-1998	B Pharma	Kanpur	Interview Done	Selected
7	Krishnakant Mishra	6387871969	30-07-2022	MSC Biotechnology	Kanpur	Interview Done	Selected
8	Shiv Shankar	7565865947	15-07-1998	MSC Biotechnology	Kanpur	Interview Done	Selected
9	Puneet Kumar	8840929476	20-08-1999	MSC Biotechnology	Kanpur	Interview Done	Selected
10	Shivangi Verma	8299226657	27-01-1998	MSC Biotechnology	Kanpur	Interview Done	Selected
11	Anubhavi Yadav	8112786707	27-09-1999	MSC Biotechnology	Kanpur	Interview Done	Selected



EAST INDIA PHARMACEUTICAL WORKS LIMITED

Regd. Office : 6, Nandalal Bose Sarani, (Formerly Known as Little Russell Street), Kolkata - 700 071, India
Telephones : (033) 2287 2262, 2287 3004, 2287 3007, 2287 3009, 2287 3041, 6693 5400
Fax : 91-33-2287 4289, E-mail : eastindia@eastindiapharma.org
CIN : U24231WB1936PLC008598, Website : www.eastindiapharma.org



PER/APT/ 193821 /22

10th August, 2022

Mr. Sandeep Singh Yadav.
S/O. Mr. Subhash Singh Yadav,
Vill – Nizampur,
Post – Arakhpur,
Dist. – Ghazipur,
Pin – 233 305. U.P.

Dear Sir,

With reference to your application and the subsequent interviews you had with us, we have pleasure in offering you as a “**Trainee Medical Representative**” in this Organisation with effect from **16th August, 2022**, on the following terms and conditions: -

The period of training will be for **1 (One)** year, which may be determined, earlier or may be extended at the sole discretion of the management. During the said period you will be given opportunity to acquire knowledge in our classroom training and experience in the fieldwork. You will also be required to work during this period on your own in the field as a part of your training programme. Your progress in different facets of the training mentioned above will be reviewed and assessed from time to time.

You will be under the direction and administrative control of the Head Office at Kolkata. The direction and administrative control from the Head Office will be exercised through respective Branch Manager of the area where you may be posted for training during the period. In regards to matters connected with your training you will receive instructions from such Branch Manager and/or his nominee/s of the area where you will be posted for training.

If your achievement and performance during the period of training are considered satisfactory, you may be offered the position of a **Medical Representative** of the Company. The other terms and conditions of such appointment will be informed to you separately.

During the training period, you will receive a **stipend of Rs.17000/- (Rupees Seventeen Thousand)** only per month.

Your date of birth has been recorded by us **08.09.1999**, as submitted by you.

You will also be entitled to daily allowance at the rate fixed by the Company to defray your expenditure, which you may be incurring from time to time in course of your participation in the training programme.

During the period of training, while you will be entitled to festival holidays, as observed in the Company, you will not be entitled to either any privilege leave or casual leave. However, subsequently, if absorbed in employment as a Medical Representative, you will be entitled to privilege leave as per the rules of the Company.

Contd. 2.



(2)

Mr. Sandeep Singh Yadav.

During the period of your training, your training arrangement may be terminated at any time by the Company without assigning any reason or giving any notice. Similarly, you will also be at liberty to terminate this arrangement at any time without assigning any reason or giving any notice.

Upon expiry of the period of training programme as envisaged herein or upon sooner determination thereof you shall return to the Company all the Company's properties that may be lying with you.

While you are liable to be transferred to any part of India during training period or subsequently on absorption in service with the Company, at present, you will be receiving training under **Lucknow Branch II** and in regard to the matters connected with your training as well as your Head Quarter, you will receive instructions from **the Branch Manager, Lucknow Branch II**. In case of your transfer to any other territory, your head quarter shall also change accordingly.

You shall devote your whole time and attention solely and exclusively in participating in such training and shall not engage yourself in any other activity.

Any legal dispute arising out of this assignment and / or subsequently if you are absorbed in employment as a Medical Representative with this Company, shall be settled within the jurisdiction of the courts at Calcutta (West Bengal). You will always be under the direct control of our Head Office in Calcutta, irrespective of your posting in different Head Quarters. You shall be governed by the rules and regulations of the Company as are in force from time to time.

If the terms and conditions, as laid down above are acceptable to you, please sign the duplicate copy of this **letter of offer** and return the same to us for our record and as a token of your acceptance along with the filled up **Application Form for Employment, Form 'F'-Gratuity Nomination Form (in triplicate) & Form 2 – PF Nomination and Declaration Form.**

You are requested to report to **Mr. Sudeep Mukherjee, Branch Manager, Lucknow Branch II**, for training at the below noted address on **16.08.2022 at 9-30 a.m. sharp.**

Mr. Sudeep Mukherjee,
East India Pharmaceutical Works Ltd.,
Office No.5, 4th Floor, Saran Chamber - 1,
5, Park Road, Lucknow – 226 001

If you fail to report at the time, date and address given above, it will be presumed that you are not interested in our training programme and our offer will be automatically withdrawn.

Yours faithfully,

FOR EAST INDIA PHARMACEUTICAL WORKS LTD.,


MANAGING DIRECTOR.

Copy to : The Branch Manager, Lucknow
 The Marketing Manager, H.O
 Accounts Dept. H.O.
 Adv. Dept. H.O.
 Estab. Dept. H.O.

The Area Manager/Sup (Sales)
Mr. N. Talukdar - Adviser.
Personnel Dept. H.O.
P.F. H.O



Fwd: Shortlisted Candidate

1 message

Placement Cell <placement_csjmu@csjmu.ac.in>
To: shikharverma603@gmail.com

Thu, 21 Apr 2022 at 11:03 am

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

From: **careers@salve** <careers@salvepharma.com>
Date: Sat, 16 Apr 2022, 15:01
Subject: Re: Shortlisted Candidate
To: Placement Cell <Placement_csjmu@csjmu.ac.in>

Dear Ma'am/Sir,

Hope this email finds you in good health

We're hereby to inform you that we've shortlisted one of your candidates. His name is Shikhar Verma. As he refused to join our organisation because of a salary issue.

We hope that you'll be sharing details of interested candidates in future as per our Requirement.

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

From: **Placement Cell** <placement_csjmu@csjmu.ac.in>
Date: Mon, Mar 14, 2022 at 3:48 PM
Subject: Re: JOB DESCRIPTION
To: careers@salve <careers@salvepharma.com>
Cc: Akhtar Hussain <akhtar.h@superaip.com>, <singhmansi0202@gmail.com>

Thanks again Ma'am for your kind support & co-operation. We acknowledged the same.

Feel free to call me +91-7355488284 for any concerns/suggestions.

Sincerely,
Mansi Singh
Corporate Relations Executive
CSJM University - Formerly Kanpur University

On Mon, Mar 14, 2022 at 1:19 PM careers@salve <careers@salvepharma.com> wrote:

Dear Team,

Hope you are doing well

We acknowledge the same, Please schedule the interview from 3 PM to 5:30 PM.

Warm Regards
Dharini Gupta
Phone No. - 9354205741/01147369033

On Sat, Mar 12, 2022 at 12:27 PM Placement Cell <placement_csjmu@csjmu.ac.in> wrote:

Dear MAM,

Thanks a lot for considering us!

As discussed, We confirm 21-Mar-2022 for Virtual Interviews/Telephonic Interaction with registered students for the same. Request you to acknowledge the same, please.

We'll share the list of registered students on 20-Mar-2022.

Feel free to call me at +91-7355488284 for any query/suggestion.

Sincerely,
Abhishek Mishra
Placement Officer
CSJM University - Formerly Kanpur University

On Thu, Mar 10, 2022 at 2:46 PM careers@salve <careers@salvepharma.com> wrote:

Dear Ma'am,

Hope this email finds you in good health

As per our telephonic conversation, kindly find the attached job description of Business Development Executive and Brand Executive.

--

Warm Regards
Dharini Gupta
Phone No. - 9354205741/01147369033

Connect with Us:



careers.salvepharma.com



salve-pharmaceuticals-pvt-ltd



salvepharmaceuticals

Salve Group and its affiliates are progressive pharmaceuticals and healthcare organizations, with WHO GMP-approved manufacturing facilities for dermatology and cosmeceutical range of products. Our core competence includes production, research, international business & trade, product design, branding and digital marketing. With a vibrant and young team of professionals, Salve Pharmaceuticals is a member organization of leading international business and trade bodies (FICCI, CII, ASSOCHAM), operating in 14 countries across the globe.

For more information on Salve, please visit www.salvepharma.com
<https://www.youtube.com/watch?v=m3pPCOwmDIY&t=6s>

Corporate Office: Salve Pharmaceuticals Pvt. Ltd.
Plot No. 48, Second Floor, Rama Road, Najafgarh Road Industrial Area,
Kirti Nagar, New Delhi - 110015, India | Ph.: 011-47369005

CONFIDENTIALITY NOTICE & DISCLAIMER

The content of this email is confidential to the ordinary user of the email address to which it was addressed and may also be privileged or otherwise protected under applicable law. If you are not the addressee of this email you may not copy, forward, disclose or otherwise use it or any part of it in any form whatsoever. If you have received this email in error including without appropriate authorizations, please email the sender by replying to this message and delete this email and any other attachments. The recipient should check this email and any attachments for the presence of viruses. Salve accepts no liability for any damage caused by any virus transmitted by this email.

Warm Regards

Tina
HR Executive

011-47369033
 www.salvepharma.com

Connect with Us:

Salve Group and its affiliates are progressive pharmaceuticals and healthcare organizations, with WHO GMP-approved manufacturing facilities for dermatology and cosmeceutical range of products. Our core competence includes production, research, international business & trade, product design, branding and digital marketing. With a vibrant and young team of professionals, Salve Pharmaceuticals is a member organization of leading international business and trade bodies (FICCI, CII, ASSOCHAM), operating in 14 countries across the globe.

For more information on Salve, please visit www.salvepharma.com
<https://www.youtube.com/watch?v=m3pPCOwmDIY&t=6s>

Corporate Office: Salve Pharmaceuticals Pvt. Ltd.
Plot No. 48, Second Floor, Rama Road, Najafgarh Road Industrial Area,
Kirti Nagar, New Delhi - 110015, India | Ph.: 011-47369005

CONFIDENTIALITY NOTICE & DISCLAIMER

The content of this email is confidential to the ordinary user of the email address to which it was addressed and may also be privileged or otherwise protected under applicable law. If you are not the addressee of this email you may not copy, forward, disclose or otherwise use it or any part of it in any form whatsoever. If you have received this email in error including without appropriate authorizations, please email the sender by replying to this message and delete this email and any other attachments. The recipient should check this email and any attachments for the presence of viruses. Salve accepts no liability for any damage caused by any virus transmitted by this email.

--

--

Warm Regards



Tina
HR Executive

 011-47369033

 www.salvepharma.com

Connect with Us:

Salve Group and its affiliates are progressive pharmaceuticals and healthcare organizations, with WHO GMP-approved manufacturing facilities for dermatology and cosmeceutical range of products. Our core competence includes production, research, international business & trade, product design, branding and digital marketing. With a vibrant and young team of professionals, Salve Pharmaceuticals is a member organization of leading international business and trade bodies (FICCI, CII, ASSOCHAM), operating in 14 countries across the globe.

For more information on Salve, please visit www.salvepharma.com
<https://www.youtube.com/watch?v=m3pPCOwmDIY&t=6s>

Corporate Office: Salve Pharmaceuticals Pvt. Ltd.
Plot No. 48, Second Floor, Rama Road, Najafgarh Road Industrial Area,
Kirti Nagar, New Delhi - 110015, India | Ph.: 011-47369005

CONFIDENTIALITY NOTICE & DISCLAIMER

The content of this email is confidential to the ordinary user of the email address to which it was addressed and may also be privileged or otherwise protected under applicable law. If you are not the addressee of this email you may not copy, forward, disclose or otherwise use it or any part of it in any form whatsoever. If you have received this email in error including without appropriate authorizations, please email the sender by replying to this message and delete this email and any other attachments. The recipient should check this email and any attachments for the presence of viruses. Salve accepts no liability for any damage caused by any virus transmitted by this email.



Hindustan Wellness™
Preventive Health Care Specialist

Date: 12-May-2022

LETTER OF INTENT

Dear Kumari Arpita,

Congratulations!

With ref. to the subsequent discussion on your candidature, we take the pleasure in inviting you to join Hindustan Wellness Pvt Ltd as **Wellness Officer** with the monthly INR 18000/-.

You are hereby requested to bring below mentioned documents to the office along with this letter and NOC from college, for your joining and training on **04-07-2022 @ 9.00 am**. You can get some handsome incentives apart from salary.

Venue:

Hindustan Wellness Pvt Ltd,
Plot 107, 1st Floor,
Sec - 44, Gurgaon.

Documents Required:

1. Class 10 Certificate
2. Class 12 Certificate
3. Graduation Certificate
4. Aadhar Card
5. Pan Card
6. Photograph - 4 copies
7. Cancelled Cheque/Bank Pass Book Copy

Please carry your educational and address proof documents in original for verification purpose.

All the Best!!!

With Regards,

HR Department

Hindustan Wellness Pvt Ltd



Date: 12-May-2022

LETTER OF INTENT

Dear Shikhar Verma,

Congratulations!

With ref. to the subsequent discussion on your candidature, we take the pleasure in inviting you to join Hindustan Wellness Pvt Ltd as **Wellness Officer** with the monthly INR 18000/-.

You are hereby requested to bring below mentioned documents to the office along with this letter and NOC from college, for your joining and training on **04-07-2022 @ 9.00 am**. You can get some handsome incentives apart from salary.

Venue:

Hindustan Wellness Pvt Ltd,
Plot 107, 1st Floor,
Sec - 44, Gurgaon.

Documents Required:

1. Class 10 Certificate
2. Class 12 Certificate
3. Graduation Certificate
4. Aadhar Card
5. Pan Card
6. Photograph - 4 copies
7. Cancelled Cheque/Bank Pass Book Copy

Please carry your educational and address proof documents in original for verification purpose.

All the Best!!!

With Regards,

HR Department

Hindustan Wellness Pvt Ltd



Hindustan Wellness™
Preventive Health Care Specialist

Date: 12-May-2022

LETTER OF INTENT

Dear Anshu Gautam,

Congratulations!

With ref. to the subsequent discussion on your candidature, we take the pleasure in inviting you to join Hindustan Wellness Pvt Ltd as **Wellness Officer** with the monthly INR **18000/-**.

You are hereby requested to bring below mentioned documents to the office along with this letter and NOC from college, for your joining and training on **04-07-2022 @ 9.00 am**. You can get some handsome incentives apart from salary.

Venue:

Hindustan Wellness Pvt Ltd,
Plot 107, 1st Floor,
Sec - 44, Gurgaon.

Documents Required:

1. Class 10 Certificate
2. Class 12 Certificate
3. Graduation Certificate
4. Aadhar Card
5. Pan Card
6. Photograph - 4 copies
7. Cancelled Cheque/Bank Pass Book Copy

Please carry your educational and address proof documents in original for verification purpose.

All the Best!!!

With Regards,

HR Department

Date: May 17, 2022
Offer No: QS2587068

PRATIBHA SHUKLA
1008MANAS NAGAR, KRISHINA NAGAR, LUCKNOW, UPN
LUCKNOW, UTTAR PRADESH

Dear PRATIBHA SHUKLA

Welcome to Qness! Thank you for getting connected with us.

Qness is the largest staffing company in India with nearly 3 Lakh associates. We have operations all across the country, and we partner with more than 1000 companies to provide employment. Besides India, we operate in 10 countries worldwide.

There are many advantages of associating with Qness

1. Access to multiple organizations across India for jobs
2. Formal employment with provident fund, medical support-Qness is a fully compliant organization.
3. Full transparency through our WwQ App; all documents including salary slips, offer letter And medical cards are provided via the App. A helpdesk is available to support you.
4. Financial support And other benefits through our App where you can take loans And get access to products And Services at discounted prices.

Formal employment through Qness is an excellent Step To build a Long term And successful career. Many associates have worked With us over years, And have had a steady And sustainable growth.

We will be reaching out To you very soon To formalize this association. Please Do stay connected. We look forward To a Long term association. And welcoming you to be a part of the Qness family.

Wishing you all the best for a successful career with Qness.

With warm regards,

For **QUESS Corp Limited**.


Nitin Dave

I. To get your offer letter you need to share the pre-check documents as follows

For the preliminary round, we would need a set of documents, namely:

- Aadhaar (Please ensure that you carry the phone number linked to your Aadhaar Card)
- PAN
- Bank Account (Cheque Or Passbook)
- Existing UAN Number
- Existing ESIC Number
- Confirmation if you were part of EPS Scheme in past

Date: May 17, 2022
Offer No : QS2587053

SWARNIMA PAL
439 KASHIRAM AWAS YOJNA LAULAI CHINHAT LUCKNOW UTTAR PRADESH
KANPUR, UTTAR PRADESH

Dear SWARNIMA PAL,

Welcome to Quess! Thank you for getting connected with us.

Quess is the largest staffing company in India with nearly 3 Lakh associates. We have operations all across the country, and we partner with more than 1000 companies to provide employment. Besides India, we operate in 10 countries worldwide.

There are many advantages of associating with Quess

1. Access to multiple organizations across India for jobs
2. Formal employment with provident fund, medical support. Quess is a fully compliant employer.
3. Full transparency through our WorkQ App; all documents including salary slips, offer letter And medical cards are provided via the App. A helpdesk is available to support you.
4. Financial support And other benefits through our App where you can take loans And get access to products And Services at discounted prices.

Formal employment through Quess is an excellent step to build a long term And successful career. Many associates have worked with us over years, And have had a steady And sustainable growth.

We will be reaching out to you very soon to formalize this association. Please do stay connected. We look forward to a long term association, And welcoming you to be a part of the Quess family.

Wishing you all the best for a successful career with Quess.

With warm regards,

For QUESS Corp Limited.

Nitin Dave

Nitin Dave
CEO Staffing

Quess Confidential

Offer No : QS2587053 Page 1
Toll Free: 1800-372-3113 | help@quesscorp.com | CIN No. L74140KA2007PLC043369

Quess Corp Limited, 372, Bellandur Gate, Sarjapur Road, Bengaluru-560073, Karnataka, India
www.quesscorp.com

1. To get your offer letter you need to share the pre-check documents as follows

For the pre-check process, we would need a set of documents, namely:

- Aadhaar (Please ensure that you carry the phone number linked to your Aadhaar Card)
- PAN
- Bank Account (Cheque Or Passbook)
- Existing UAN Number
- Existing ESIC Number
- Confirmation if you were part of EPS Scheme in past



PROVISIONAL OFFER LETTER

To,

Date: 23/07/2022

Name of Candidate: **Ranjeet Maurya**

Mobile Number: **9260921333**

Location: **Kanpur**

?>

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: __/__/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 23/04/2022

Name of Candidate: Shiv Sharan Pal

Mobile Number: 9807051082

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: __/__/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: **Bhavya Mishra**
Mobile Number: **9525794143**
Location: **Kanpur**

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma
Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001
Reporting Date & Time: Date: __/__/2022 by 10:00AM-02:00PM
Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)
Name of Position: As Per Company
Qualification Required: ITI/Graduate
Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)
OJT: 8 HRS.
Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,
Recruitment Team
Ambreesh Kumar / Somesh Kumar
8448705062, 9999729227
Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: **Kaifi Ali**

Mobile Number: **9837467867**

Location: **Kanpur**

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS-

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Puja Singh

Mobile Number: 9076958788

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh, 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE

Best Wishes,



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Abhishek Kumar Yadav

Mobile Number: 7068954478

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: __/__/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak Chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS.

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt.Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Anshu Gautam

Mobile Number: 6306807621

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE

Kozent Tec Private Limited

325, Vth Floor, Atulya Apts, Block A, DDA Multistory
Sector 18B, Dwarka, Delhi 110078
Ph. +91-9910098360
E-mail: manishthakur76@hotmail.com
CIN: U72900DL2005PTC130709

June 21st, 2022

Mr. Prajith Prasannan,
S/O Prasannan V
Suri Niwas, 3 Sarvapalli,
Opposite Telephone Tower,
Mall Avenue, Lucknow,
Uttar Pradesh - 226001

Offer Letter

Dear Mr. Prajith Prasannan,

We are pleased to offer you the full-time position of Trainee Medical Scribe at Kozent Tec Private Limited with a start date on or before July 27th Wednesday, 2022. You will be reporting directly to Training Manager. You will be joining us at C-10, Ground Floor, Sector 3, Noida, UP 201301. We believe your skills and experience are an excellent match for our company.

You will be paid stipend for this position will be as per your discussion with Mr. Puneet Kapoor and me on successful completion of preliminary and advance stages of training by direct deposit. A detailed appointment letter will be issued at successful completion of the training as per company policy.

You are required to fill in Annexure A, work commitment bond.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Kozent Tec Pvt. Ltd.

Maneesha Tyagi
(HR Manager)

Offer Letter Received

22/07/22

Prajith Prasannan
7905646300

Prajith

(8161041)

June 21st, 2022

MS. NEHSIKHA SINGH,
D/O: SURYA PAL SINGH,
R/O 120 J-3 BASANT VIHAR,
NAUBASTA, KANPUR NAGAR,
UTTAR PRADESH - 208021

Offer Letter

Dear MS. NEHSIKHA SINGH,

We are pleased to offer you the full-time position of Trainee Medical Scribe at Kozent Tec Private Limited with a start date on or before July 27th Wednesday, 2022. You will be reporting directly to Training Manager. You will be joining us at C-10, Ground Floor, Sector 3, Noida, UP 201301. We believe your skills and experience are an excellent match for our company.

You will be paid stipend for this position will be as per your discussion with Mr. Puneet Kapoor and me on successful completion of preliminary and advance stages of training by direct deposit. A detailed appointment letter will be issued at successful completion of the training as per company policy.

You are required to fill in Annexure A, work commitment bond.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Kozent Tec Pvt. Ltd.

Maneesha Tyagi
(HR Manager)

Offer letter received.

22/7/22

M Singh (NEHSIKHA SINGH)

MOB NO: 79053201

Cell No: 8161037

Kozent Tec Private Limited

325, Vth Floor, Atulya Apts, Block A, DDA Multistory
Sector 10B, Dwarka, Delhi 110070
Ph. +91-9910098360
E - mail : manishthakur76@hotmail.com
CIN : U72900DL2005PTC130909

June 21st, 2022

Ms. Bhavya Mishra,
D/O Surya Pratap Mishra,
Hno-148, Deoria Ramnath,
Uttar Pradesh-274001

Offer Letter

Dear Ms. Bhavya Mishra,

We are pleased to offer you the full-time position of Trainee Medical Scribe at Kozent Tec Private Limited with a start date on or before **July 27th Wednesday, 2022**. You will be reporting directly to Training Manager. You will be joining us at C-10, Ground Floor, Sector 3, Noida, UP 201301. We believe your skills and experience are an excellent match for our company.

You will be paid stipend for this position will be as per your discussion with Mr. Puneet Kapoor and me on successful completion of preliminary and advance stages of training by direct deposit. A detailed appointment letter will be issued at successful completion of the training as per company policy.

You are required to fill in Annexure A, work commitment bond.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Kozent Tec Pvt. Ltd.

Maneesha Tyagi
(HR Manager)

Offer letter received

22/07/22

Bhavya Mishra

9525754143

@bhavya_mishra

Roll no. 8161017

Kozent Tec Private Limited

325, Vth Floor, Atulya Apts, Block A, DDA Multistory
Sector 18B, Dwarka, Delhi 110078
Ph. +91-9916099160
E-mail: manish@kozentec.com
CIN: U72900DL2005PT0138769

May 11th, 2022

Mr. Prajith Prasanna,
S/O Prasanna V,
R/O Suri Niwas, 3 Sarvapalli,
Opposite Telephone Tower,
Mall Avenue, Lucknow,
Uttar Pradesh - 226001
Aadhar number:- 697089239739

Offer Letter

Dear Mr. Prajith Prasanna,

We are pleased to offer you the full-time position of Trainee Medical Scribe at Kozent Tec Private Limited with a start date on June 15th Wednesday, 2022. You will be reporting directly to Training Manager. You will be joining us at C-10, Ground Floor, Sector 3, Noida, UP 201301. We believe your skills and experience are an excellent match for our company.

You will be paid stipend for this position will be as per your discussion with Mr. Deepak Sharma and me on successful completion of preliminary and advance stages of training by direct deposit. A detailed appointment letter will be issued at successful completion of the training as per company policy.

You are required to fill in Annexure A, work commitment bond.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Kozent Tec Pvt. Ltd.

Manisha


Maneesha Tyagi
(HR Manager)

Prajith
11/05/22

KPIT

Tpo Csjmu Saurabh Gupta

10:08 (5
minutes ago)

to me

Saurabh Gupta
Training & Placement Officer
CSJM University (State Govt. University Uttar Pradesh Kanpur)
9838357567
tpo@csjmu.ac.in
for More: www.csjmu.ac.in

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

From: **Mansi Shukla** <mansishuklaa20@gmail.com>

Date: Wed, Jun 29, 2022 at 2:02 PM

Subject: Fwd: Congratulations !! You are selected - KPIT Hiring Drive for BE - May 2022

To: tpo@csjmu.ac.in <tpo@csjmu.ac.in>

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

From: **Campus** <Campus@kpit.com>

Date: Thu, Jun 16, 2022, 2:32 PM

Subject: Congratulations !! You are selected - KPIT Hiring Drive for BE - May 2022

To:

Dear Automobeliever,

Congratulations !!!

We are delighted to inform you that we are impressed with your skills and qualifications. It is our pleasure to extend the offer of employment to you.

We strongly believe that your skills and knowledge will help KPIT to scale greater heights.

You would be receiving your Offer Letter soon, intimating your date of joining and work location.

Request you to pls keep the following documents ready to ensure smooth onboarding.

1. Passport size Photo
2. PAN Card
3. Aadhar Card
4. Permanent Address Proof
5. Present Address Proof
6. All the semester marks cards of your Engineering Program
7. Course Completion certificate / Provisional Degree certificate

In case of any queries, please reach out to campus@kpit.com.

Regards,

KPIT Recruitment Team

At KPIT Technologies, we are building technology solutions that will help Mobility in its march towards an autonomous, clean, smart, and connected future. We specialize in Embedded Software, Artificial Intelligence, Digital solutions, and Mechanical Engineering to accelerate implementation of next-gen technologies in the automotive industry. This puts us right in the league of global leaders in engineering and we are looked up to as strategic technology partner by the mobility ecosystem.

Visit www.kpit.com/careers to remain updated with future career opportunities at KPIT.

To remain updated with news and updates from KPIT, follow us on LinkedIn <https://www.linkedin.com/company/kpit/>

This message contains information that may be privileged or confidential and is the property of the KPIT Technologies Ltd. It is intended only for the person to whom it is addressed. If you are not the intended recipient, you are not authorized to read, print, retain copy, disseminate, distribute, or use this message or any part thereof. If you receive this message in error, please notify the sender immediately and delete all copies of this message. KPIT Technologies Ltd. does not accept any liability for virus infected mails.

This message contains information that may be privileged or confidential and is the property of the KPIT Technologies Ltd. It is intended only for the person to whom it is addressed. If you are not the intended recipient, you are not authorized to read, print, retain copy, disseminate, distribute, or use this message or any part thereof. If you receive this message in error, please notify the sender immediately and delete all copies of this message. KPIT Technologies Ltd. does not accept any liability for virus infected mails.

Baj's Laboratories

Tpo Csjsmu Saurabh Gupta

15:01 (38
minutes ago)

to me

Saurabh Gupta
Training & Placement Officer
CSJM University (State Govt. University Uttar Pradesh Kanpur)
9838357567
tpo@csjmu.ac.in
for More: www.csjmu.ac.in

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

From: **Baj's Laboratories** <bajlab1979@gmail.com>

Date: Fri, Jun 10, 2022 at 2:17 PM

Subject: Recruitment from Bajs Laboratories

To: <tpo@csjmu.ac.in>

Dear Sir, as per the interview conducted on 4th June 2022 in our reputed organization .We've selected two candidates as a trainee from university with names mention below:

Pal	Rinki
	Sunil Rathore

Sent from my iPhone



Offer: Computer Consultancy
Ref: TCSL/DT20218846377/Delhi
Date: 17/02/2022

Ms. Shrishti Gautam
4/406Awas Vikas 3,
Ambedkarpuram, Kalyanpur,
Kanpur-208017,
Up.
Tel# -

Dear Shrishti Gautam,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** 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, this offer is liable to lapse at the discretion of TCS 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 and you meeting the TCS eligibility criteria.

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 **₹7,950/-** per month.

TCS Confidential
TCSL/DT20218846377

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



gmail - Search

Wipro Enrollment Letter - aman

Wipro Careers | Discovery a Work

https://wipro.icims.com/forms?...

https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=WILP_Enrollment_Letter_Template_2022&user=241...

August 4, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Aman Sheikh,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro" or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

Type here to search



32°C Light rain 01:05 PM 04-08-2022

Id Badge Preview

Infosys®



Ayushi Pandey

1203294



19°C Mostly clear





HR Back Office Apr 1

to me, rb, annapurna.singh ▾



Dear Kajal Singh,

This gives us a great pleasure to appoint you as an **Associate - Recruitment**. We shall like you to join latest by **13-Apr-2022 and your reporting time on the first day will be 6:00 PM (IST)**.

You need to coordinate with Annapurna Singh (8130053582) for further joining process.

Your appointment, however, is subject to the following:

1. Written confirmation of your acceptance
2. Satisfactory Reference Check

You are requested to report to the HR Dept on 13-Apr-2022 and bring the originals for verification & copy of following documents along with you.

1. Relieving letter and experience certificate received from all Employers.
2. Appointment Letters of all Employers.
3. Last three months salary slips received from the previous Company.
4. Mark-Sheets & Certificates of your educational qualifications.
5. 3 Photographs (passport size).
6. PAN card.(Mandatory) – 2 copies.
7. Photo ID Proof(Voter ID Card, Driving License, Passport) (Any 1 Mandatory) – 2 copies
8. Residence - Address Proof (Passport/Electricity Bill/Any Bank proof- 3 month latest statement or Passbook/ Any Post Paid Telephone Bill /Gas Connection/Rent Agreement).
9. Original copy of FORM 16 (Tax Deducted at source from previous employer).

DXC Technology || Letter of Inter x

mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/FMfcgzGpHHPmzRdTPpQWVLGwGFNWwBzr

Gmail

Search in mail

Compose

Inbox 1,746

Starred

Snoozed


Sent

Drafts 29

More

Labels +

115 of 3,071



Dear **Saty Kumar**,
Email - saty18897@gmail.com
Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a **"Senior Assistant Service Delivery Coordinator"** competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Senior Assistant Service Delivery Coordinator**.
2. Your total annual Cost to Company (CTC) would be amounting to INR 2,80,000/- (Rupees Two Lakhs and Eighty Thousand Only) and you will be given a Joining Bonus of INR 20,000/- (Rupees Twenty Thousand Only).


Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Your date of joining will be planned based on business availability and/or completion of your college course. **A Google Form has been extended below, kindly share an update at the earliest.**

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.

Yours sincerely,



Lokendra Sethi

DXC Technology || Letter of Intent || Senior Assistant Service Delivery Coordinator || Action Required

[Index](#)



dxcindiagraduatehiring <dxcindiagraduatehiring@dxc.com>

Mon, Jul 18, 8:59 PM

to me

Dear **Mohd Saif Ansari**,
Email - saifansari8726@gmail.com

Congratulations!

We, EIT Services India Private Limited (DXC Technology) are pleased to inform that you have successfully completed the selection process conducted by DXC Technology India. This letter is to confirm that we intend to offer a "Senior Assistant Service Delivery Coordinator" competency level opportunity to you, on the following key terms and conditions:

1. Your designation at the time of joining would be **Senior Assistant Service Delivery Coordinator**.
2. Your total annual Cost to Company (CTC) would be amounting to INR 2,80,000/- (Rupees Two Lakhs and Eighty Thousand Only) and you will be given a Joining Bonus of INR 20,000/- (Rupees Twenty Thousand Only).

Please note that the above terms and conditions are subject to change at the company's discretion, without any prior intimation. Based on your acceptance of this LOI, an offer letter with detailed terms and conditions will be issued to you.

Your joining is subject to the satisfactory verification of the information/documents furnished by you at the time of interview, in addition to the fulfillment of the eligibility criteria.

Your date of joining will be planned based on business availability and/or completion of your college course. A Google Form has been extended below, kindly share an update at the earliest.

Here's wishing you a successful career with DXC Technology. We look forward to welcoming you on board.
Yours sincerely,

Lokendra Sethi
VP-Human Resource

Please respond back email on your acceptance to Letter of Intent

If you have queries or concerns, please reach us at dxcindiagraduatehiring@dxc.com

In order for us to track your responses, we have created a Google form. [Please fill this form latest by 5 PM tomorrow](#)

If you are accepting the Letter of Intent, please select "Yes" and if you are rejecting the offer, please select "No".

As per the policy, it is mandatory for all the candidates to fill the Google form. Failure to do so before the deadline will be deemed as offer reject.

Google Form: <https://forms.gle/gK6zmkGQPSFrzD9>

Please do not reply to this e-mail stating that you have filled the google form. Only fill the form once with your DXC registered e-mail ID. Also, filling the google form is mandatory step.

Thanks & Regards

DXC Graduate Hiring Team
DXC Technology
dxcindiagraduatehiring@dxc.com

DXC Technology India Private Limited - 9th Floor, Block-D Littlewood Tower, TRIL Info Park Ramanujan IT City, Rajiv Gandhi Salai, Taramani, Chennai - 600113, C.IN



Offer: Computer Consultancy
Ref: TCSL/DT20218724342/Delhi
Date: 17/02/2022

Ms. Vertika Mishra
 298 C1, Indira Nagar , KanpurIndira Nagar,
 Ramleela Park,
 Kanpur-208026,
 Uttar Pradesh.
 Tel# 91-9336840265

Dear Vertika Mishra,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹1,90,926/- 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, this offer is liable to lapse at the discretion of TCS 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 and you meeting the TCS eligibility criteria.

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 ₹7,950/- per month.

TCS Confidential
 TCSL/DT20218724342

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
 5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India
 Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com
 Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within a 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 the components below are as per pre-defined structure. However you may want to re-allocate 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 ₹3,180/- per month. While restructuring your BoB amount to



Infosys Campus Recruitment Program: Congratulations, you have a job offer



Inbox



Infosys Freshers R... 31 May
to Infosys ▾



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for Systems Associate role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys



Infosys Campus Recruitment Program: Congratulations, you have a job offer



Inbox



Infosys Freshers Recruit... 4 Jul
to Infosys ▾



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for Systems Associate role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition
Infosys

Copyright © 2022 Infosys Limited



08/03/2022

Harsh Shukla

Dear Harsh,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include but not limited to criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,
Yours Sincerely,

{{Sig1_es_:signer1:signature}}

Lokendra Sethi
Vice President - Human Resources



08/03/2022

Harsh Shukla
Ews 2353 Awas vikas 3 kalyanpur
kanpur, 208017
India

Dear Harsh,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Senior Assistant Service Delivery Coordinator at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 08/19/2022.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

Kindly note that considering the current pandemic situation, you are required to work from home. Once the situation normalizes, as determined by DXC, you would be required to report to any of DXC offices across the country based on information provided by your manager.

1.0 Salary

Your Annual Fixed Pay will be INR 280,000.00 per annum.

1.1 Basic Salary

You will be eligible for a Basic Salary which will be INR ₹152,773.00.

1.2. Flexible Benefit Plan (FBP):

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

1.4. Gratuity:

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.



1.5 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company and is over and above your Annual fixed pay, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

1.6 Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the company policy.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: Delivery Services Group

Job Family: Service Delivery

Job Title (Internal): Senior Assistant Service Delivery Coordinator

Salary Grade: 51000813

2.2. Work Place

You are initially appointed to work in our office in Noida. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

2.3 Transfer

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

2.4 Retirement

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

2.5 Notice for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of three months in writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for three months in lieu of the Notice Period.

iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to three month's Salary.



2.6 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.7 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.8 General Conditions

- 1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
- 2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.
- 3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- 4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- 5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.
- 6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

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

As discussed you will be entitled to one time joining bonus of INR ₹20,000.00 less applicable taxes and statutory deductions, in the event of you joining us on or before 08/19/2022. The amount will be paid via first payroll cycle after your joining, subject to completion of joining formalities and other documentation. Please note that this amount is paid to you in advance and should you leave the company before completion of one year, the bonus paid to you will be fully recoverable. Any tax liability arising due to recovery of this payment as per income tax act and rules will be borne by you.

Thanking You,
Yours Sincerely,

{{Sig1_es_:signer1:signature}}

Lokendra Sethi

Vice President - Human Resources



I accept the above referred Pay and Benefits and the general terms and conditions of employment

{{Sig1_es_:signer2:signature}}

Harsh Shukla

{{Dte_es_:signer2:date}}

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

First Name Middle Name Last Name

Date

Place

Annexure II

Flexible Benefits Plan (FBP)

Job Family: Service Delivery

Title: Senior Assistant Service Delivery Coordinator

1 a. House Rent Allowance

Maximum Limit: 50% Of Annual Basic

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord

1 b. Actual Rent paid towards Company Leased premises

Maximum Limit: 100% of Annual Basic

Supporting Documents: Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar



years. The calendar years currently applicable are 2018 to 2021.)

Maximum Limit: 20% of Annual Basic subject to a maximum of Rs. 200,000

Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)

Maximum Limit: Rs. 2,400 per annum

Supporting Documentation: Declaration and submission of receipts

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel):
(Per child per month Rs.300)

Maximum Limit: Rs. 7,200 per annum

Supporting Documentation: Declaration and submission of receipts

5. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)

Maximum Limit: Rs.26,400

Supporting Documentation: As per program guidelines

6. Statutory Bonus – For those earning basic salary up to Rs. 21,000/–pm, statutory bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

7. Transport Allowance – Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

8. Telephone Reimbursement: Telephone and/or Broadband expenses up to INR 1,500 per month

Maximum Limit: INR 18,000 per annum

Supporting Documentation: Declaration and submission of receipts

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities.

Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
 - a) Transfer of the employee from one city to another.
 - b) Change of grade/level.
 - c) Change of residential accommodation.
 - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents
4. While selection of the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:
 - a) 25% of the annual kitty in Q1



- b) 25% of the annual kitty in Q2 & balance of Q1, if any
- c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
- d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

For the purposes of the plan, the quarters will be as follows:

- a) Q1 – April, May, June
- b) Q2 – July, August, September
- c) Q3 – October, November, December
- d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

- 1. Originals are required only for verification and will be returned back immediately
- 2. Please carry a printout of this letter when submitting the joining documents.
- 3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer

Original Required for Verification: Yes

No. of Copies: Two

2 Letters supporting Employment viz., Offer letter, Service Certificate

Original Required for Verification: Yes

No of Copies: Two

3 Salary details of previous Employment

Original Required for Verification: Yes

No. of Copies: Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree



Original Required for Verification: Yes

No of Copies: Two

5 Copy of PAN card/Application ID for PAN card applied

Original Required for Verification: No

No. of Copies: One

6 Age Proof Copy of Passport or Pan card or Driving license

Original Required for Verification: No

No. of Copies: One

7 Photo identity proof Copy of PAN Card or Passport or Driving license

Original Required for Verification: No

No of Copies: One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name

Original Required for Verification: Yes

No of Copies: One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.

Original Required for Verification: Yes

No of Copies: Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

Agreement Regarding Confidential Information and Proprietary Developments India

Harsh Shukla

1. Consideration and Relationship to Employment. As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree



that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. Work Product. The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. Company Property. I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company



property to Company unless Company's written permission to keep it is obtained.

7. Protective Covenants. I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. Enforcement. I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. Relief; Extension. I understand that if I violate this Agreement (particularly the Protective



Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. Severability; Authority for Revision; Assignment; Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. Acceptance by Company. A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. Acceptance by Employee. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

{{Sig1 es :signer1:signature}}

Lokendra Sethi

Vice President - Human Resources

FOR Employee



Name : Harsh Shukla

{{Sig1 es :signer2:signature}}

Date : {{Dte es :signer2:date}}



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

Superset ID: 2354248

Letter of Intent ("LOI")

Dear Ashirvad Bajpai,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

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

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

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

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

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

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

Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2354248**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2354248**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2354248**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

ANNEXURE 1

Ashirvad Bajpai
Associate and A3

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring



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

Superset ID: 1914872

Letter of Intent ("LOI")

Dear Harsh Saxena,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

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

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

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

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

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

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

Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1914872**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1914872**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1914872**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

ANNEXURE 1

Harsh Saxena
Associate and A3

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring



Offer: Computer Consultancy
Ref: TCSL/DT20218720187/Delhi
Date: 17/02/2022

Ms. Somya Srivastava
539\6Shivnagar Maswanpur,
Near Kushwaha Bookstall,
Kanpur Nagar-208019,
Uttar Pradesh.
Tel# 91-9582264136

Dear Somya Srivastava,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** 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, this offer is liable to lapse at the discretion of TCS 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 and you meeting the TCS eligibility criteria.

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 **₹7,950/-** per month.

TCS Confidential
TCSL/DT20218720187

1



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 ₹3,180/- 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. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. 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 ₹1,500/-. 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.



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

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.

Loans

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

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

TCS Confidential

TCSL/DT20218720187

3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

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

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



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.

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 50% 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. Training Period

You will be required to undergo class room and on the job training in the first twelve

TCS Confidential

TCSL/DT20218720187

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

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

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



months (including the TCS Xperience Program 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 program, 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.



8. 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.

9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

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

13. 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

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

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 Sri Lankan 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 Xperience Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Somya Srivastava
Designation	Graduate Trainee
Institute Name	Uiet, Csjm University, Kanpur

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

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.

##Contribution towards Employees' State Insurance borne by TCS.

*** 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.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110



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. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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



We Welcome you to Okaya ||| Your Letter of Intent ||| ULOI# 88

| Message

Annapurna Singh <annapurna.singh@okayainfo.com>

Fri, Apr 1, 2022 at 17:25

To: guptapranjul08@gmail.com

Dear Pranjul Gupta,

This gives us a great pleasure to appoint you as an Associate - Recruitment. We shall like you to join latest by 13-Apr-2022 and your reporting time on the first day will be 6:00 PM (IST).

You need to coordinate with Annapurna Singh (8130053582) for further joining process.

Your appointment, however, is subject to the following:

1. Written confirmation of your acceptance
2. Satisfactory Reference Check

You are requested to report to the HR Dept on 13-Apr-2022 and bring the originals for verification & copy of following documents along with you.

1. Relieving letter and experience certificate received from all Employers.
2. Appointment Letters of all Employers.
3. Last three months salary slips received from the previous Company.
4. Mark-Sheets & Certificates of your educational qualifications.
5. 3 Photographs (passport size).
6. PAN card.(Mandatory) – 2 copies.
7. Photo ID Proof(Voter ID Card, Driving License, Passport) (Any 1 Mandatory) – 2 copies
8. Residence - Address Proof (Passport/Electricity Bill/Any Bank proof- 3 Month latest statement or Passbook/ Any Post Paid Telephone Bill /Gas Connection/Rent Agreement).
9. Original copy of FORM 16 (Tax Deducted at source from previous employer).
10. Existing Account No. with HDFC Bank (if applicable)

You will get your appointment letter on the day of your joining.

As a token of your acceptance to this offer, kindly acknowledge the same. If you fail to indicate your acceptance within a day from release of this LOI, this offer will be deemed to have been withdrawn and canceled.

We look forward to your joining us for a long, successful and mutually beneficial association.

Regards

Human Resource Department
Okaya Infocom Private Limited



August 2, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Rahul Yadav,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-** . You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure

xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.

xix. The 8th semester of study is fully devoted for dissertation / project work

xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation

xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.

xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.

xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.

- iv. During the study period and thereafter, you will not be allowed to give out in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Rahul Yadav, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Skill Preferences 1 : [Python App](#)

Location Preferences 1 : [Pune](#)

Skill Preferences 2 : [DAAI -Cloud & Digital Database](#)

Location Preferences 2 : [Bangalore](#)

Skill Preferences 3 : [.NET-FS -MERN](#)

Location Preferences 3 : [Greater Noida](#)

Accept Decline

Signature [Rahul Yadav 2/8/2022 5:41 PM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560
035 W :wipro.com

India C :L32102KA1945PLC020800

25208126

EMPLOYMENT OFFER LETTER

Capgemini Ref: 6190086/1105051,

07/26/2022,
Kratika _.

E-1/220 Deendayal Puram , Gallamandi , Naubasta ,Kanpur
Kanpur, Uttar Pradesh
India.

Confidential

Dear Kratika _,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** ('Capgemini ' or '**Company**') starting from **07/28/2022** (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Software Associate/A3**.
- B) You will be required to work at the Company's offices in **Pune**.
- C) You have to report by 8:30 am at **Pune** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
Ground to 14th Floor of Development Block 1, Plot No 14,
Rajiv Gandhi Infotech Park, Phase III, Hinjewadi, Pune, Maharashtra - 411057

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

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 275,006.00 (Rupees Two Lakh Seventy Five Thousand And Six Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives/skill based allowance as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source and any other applicable taxes at the time of making payment.

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

Software Associate**Total Cost to Company (CTC).****Rs.275,006.00**

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.699.00	Rs.8,388.00
Advance Statutory Bonus ++	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.18,848.00	Rs.226,176.00
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.256,440.00
Total Cash Compensation		Rs.256,440.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Capgemini's contribution to ESI *		Rs.7,356.00
Total Cost to Company		Rs. 275,006.00

Notes:

1. The payroll processing will be as per Company policy notified from time to time.
 2. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc.), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
 3. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
 4. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- * Employee's contribution towards PF and ESI will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.

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

1. Provident Fund- You will be covered under the Caggemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

G.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

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

I.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
 - a. You will submit relevant documents as mandated by the Company.
 - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
 - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
 - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
 - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
 - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini).
 - g. Your background verification check (including address, academics, employment, criminal etc. as applicable) conducted by the Company is cleared; and
 - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
 - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
 - a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 09/26/2022 (for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - b. You will be required to clear if applicable, the mandatory Entry Level Certification Training Test ("Test") of the Company in the first attempt. In case the Test is applicable, the details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such Test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - c. As a condition of your employment with the Company, you may be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In case of such consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Back ground verification link given along with the welcome mail of the offer.
 - j. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.
 - k. You will join our Fresher training if applicable to you and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, fabricated or forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

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

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Anilkumar Singh

Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: **Kratika** _

Date: **07/26/2022**

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.
- c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter.
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Caggemini 's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop,laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, _____ residing at _____, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
 - a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
 - b) payroll processing agencies for processing my payroll (including reimbursement claims),
 - c) law enforcement agencies,
 - d) to comply with a judicial/quasi-judicial order,
 - e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
 - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
 - g) service providers providing services for biometric access to office premises for monitoring attendance,
 - h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
 - a.) affiliates of the Company for administrative purposes and/or audit;
 - b.) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:
Signature:
Date:

ANNEXURE I (A)

Onboarding Documents

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you.
2.	<p>Employment Documents:</p> <p>Current Employment(Immediate Previous) a) Relieving letter /Experience Certificate(if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory) b) Payslips for last 3 months c) Form 16/Form 16A d) Salary Account 6 months Bank Statement e) Letter of appointment/Offer letter from employer which captures start date</p> <p>Previous EmploymentService/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day</p>
3.	<p>Education Documents a) 10th Marksheet and certificate. b) 12th marksheet and Certificate. c) Graduation Marksheets and certificate/Diploma certificate. d) Post-Graduation Marksheets and degree certificate (If applicable) e) Any other relevant certificate</p>
4.	<p>Proof of Identity/ Address a) PAN Card b) AADHAAR Card c) Passport In case any of the proof of Identity/Address mentioned above not available then any Two of the below proofs i) Voters Id ii) Driving License iii) Ration card iv) Electricity Bills V) Gas card vi) Notarized Self Affidavit</p>
5.	Passport size photographs (6 nos.)
6.	<p>Self Employed/CO-owner/Freelancing/ Partnership employment(s) (if applicable) a) Form 16/Form 26AS b) Bank statement for 6 months c) Shops & Commercial Establishment Registration Certificate d) Co-Owner/Partnership/Ownership – Required partnership/ownership dissolution deed</p>
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details – Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

ANNEXURE I (B)

Background Verification

Reference terms:

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

- Education Credentials (Graduation/Bachelor's Degree/Post Graduate Degree etc.)
- Professional Experience & Employment(s) Credentials.

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

Please ensure that the following steps are followed to initiate the process and submit the necessary documents within 7 calendar days from the date of receipt of this offer:

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

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

- Highest Educational Degree Certificate and Final year Mark sheet**.
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered.
- Experience letters and relieving letters for 5 years of employment or past 2 employers whichever is higher.

Form 16 - Part A only.

Bank statement for last 3 months – [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible.

Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, the Company shall not be held responsible for the same.]

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers
- These letters should clearly mention your last working day with your previous employers.

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to submit the original experience/relieving letter to Capgemini HR department / email the same to the following email address backgroundverification.in@capgemini.com not later than 14 days of your joining***

Court Verification Forms

- Court Record form

Note:

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

All of the above forms are submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence address for verification; alternatively they may also call you or ask you to visit the nearby Police Station.

You are required to submit all the documents with 7 days from receiving this Offer, failing which offer will be revoked*

Important points to note:

- In an event you fail to submit the required documents to the HR department within 30 days of first intimation/date of joining and after 2 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

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

***In case your last employer do not provide experience letter you may provide the relieving letter, however please ensure that the relieving letter has last working day clearly mentioned.

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

In the absence of the above listed documents your onboarding may be delayed or deferred.

Best Regards,
Team HR

The information contained in this message is proprietary and confidential. Copyright © 2021. All rights reserved by Capgemini.



July 27, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Ayush Kumar,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-** . You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head /

Manager of WILP Academy

- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I**CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I Ayush Kumar, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Skill Preferences 1 : [DIGI-Automaton Functional Testing](#)

Location Preferences 1 : [Greater Noida](#)

Skill Preferences 2 : [DAAI -Cloud & Digital Database](#)

Location Preferences 2 : [Jaipur](#)

Skill Preferences 3 : [JAVA-J2EE](#)

Location Preferences 3 : [Pune](#)

Accept Decline

Signature [Ayush Kumar 27/7/2022 10:20 AM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited**

T :+91 (80) 2844 0011

Doddakannelli **F** :+91 (80) 2844 0054

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

25101679



July 14, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Abishek Kumar,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

Aparna Shailen
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-** . You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.

- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head /

Manager of WILP Academy

- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I**CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I Abishek Kumar, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Skill Preferences 1 : [UNIX C++ SYS](#)

Location Preferences 1 : [Greater Noida](#)

Skill Preferences 2 : [Python App](#)

Location Preferences 2 : [New Delhi](#)

Skill Preferences 3 : [DAAI -Cloud & Digital Database](#) **Location Preferences 3 :** [Gurgaon](#)

Accept Decline

Signature [Abishek Kumar](#) 14/7/2022 10:02 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

24052230



July 29, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear Shivani Chaudhary,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", is written over a horizontal line.

**Aparna Shailen
General Manager - Human Resources**

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-** . You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(* You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.

- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / , University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective

of the circumstances of, or the reasons for, the cessation).

- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Shivani Chaudhary, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

“EMERGE” a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the “corporate world”. This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro’s WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Skill Preferences 1 : [Java-MEAN](#)

Location Preferences 1 : [Bangalore](#)

Skill Preferences 2 : [.NET-FS](#)

Location Preferences 2 : [New Delhi](#)

Skill Preferences 3 : [JAVA-J2EE](#)

Location Preferences 3 : [Greater Noida](#)

Accept Decline

Signature Shivani Chaudhary 29/7/2022 11:27 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23466333

for - Bharat Biotech

QUESS
WINNING TOGETHER

Letter of Intent

Date-12-05-2022

Dear Candidates

We are pleased to inform that you have been shortlisted for an OFFER to work at Quess Corp Ltd. (hereinafter referred as Quess), and would be deputed at 21.05.2022 for our Client as mention below as a Production Trainee for a 11months term

On the following terms and conditions:

1. Your Final round interview will be conducted at Client office; accordingly your employment & Tentative Date of joining will be confirmed.
 2. For payroll processing, your actual date of reporting to the client site will be considered as per your date of joining.
 3. You undertake to abide by the code of conduct and ethics prescribed by the client as well as QUESS. Any violation of the code of conduct and ethics would be subjected to appropriate and stringent disciplinary action including termination of service.
 4. This contract would be exclusively with QUESS and you shall never be or deemed to be the employee of Client, where you have been deputed.
 5. The salary is 11000 to 13000 and other details of your salary break up with components will be given after your joining and also it may change as per requirements. Your deputation at any given location will be subjected for change as per the project and requirement.
 6. Notwithstanding the Tenure of this offer, in the event of the project / work / deputation for which you are being employed terminates before your offer end period, this offer shall be Coterminous with the project / work. During the period of offer, either of the parties may terminate the Contract by giving 15 days prior notice in writing or payment in lieu thereof. However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, Quess will have / reserve rights to terminate immediately without giving notice period.
- The above is based on current policies of the company; any change in the policy impacting the above points will be communicated through policy communications channel.



All the best!!!

With warm regards,
For QUESS Corp Limited.

Quess Corp Limited (formerly IKYA Human Capital Solutions Ltd)

Quess House, 3/3/2, Bellandur Gate, Sarjapur Road, Bengaluru-560103, Karnataka, India Tel: + 91 80 6105 6000 | connect@quesscorp.com | CIN No. U74140KA2007PLC043909

Candidate Name –

Sr No	Name	Mobile No	DOB	Qualification	Address	Remark	Status
1	Shiwangi Tiwari	7985479585	16-10-1995	BSC Bio Since	Kanpur	Interview Done	Selected
2	Kumari Arpita	9140672333	06-06-1998	BSC Biotechnology	Kanpur	Interview Done	Selected
3	Shalini Srivastav	9336314526	19-08-2000	BSC Biotechnology	Kanpur	Interview Done	Selected
4	Pragati Kushwaha	8957184841	01-05-1998	BSC Biotechnology	Kanpur	Interview Done	Selected
5	Pratibha Shukla	6306236341	10-09-1995	B Pharma	Kanpur	Interview Done	Selected
6	Swarnima Pal	6393545351	16-11-1998	B Pharma	Kanpur	Interview Done	Selected
7	Krishnakant Mishra	6387871969	30-07-2022	MSC Biotechnology	Kanpur	Interview Done	Selected
8	Shiv Shankar	7565865947	15-07-1998	MSC Biotechnology	Kanpur	Interview Done	Selected
9	Puneet Kumar	8840929476	20-08-1999	MSC Biotechnology	Kanpur	Interview Done	Selected
10	Shivangi Verma	8299226657	27-01-1998	MSC Biotechnology	Kanpur	Interview Done	Selected
11	Anubhavi Yadav	8112786707	27-09-1999	MSC Biotechnology	Kanpur	Interview Done	Selected



PROVISIONAL OFFER LETTER

To,

Date: 20 /06 / 2022

Name of Candidate: Brijesh Yadav

Mobile Number: 9528146692

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

~~Name of Position As Per Company~~

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 18/04/2022

Name of Candidate: **Avantika Rahi**

Mobile Number: **8318941560**

Location: **Kanpur**

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: **Pentagon Pharma**

Company Address: **16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001**

Reporting Date & Time: Date: **___/___/2022 by 10:00AM-02:00PM**

Contact Person Name & Contact Number: **Mr. Deepak chouhan (8966046742)**

Name of Position: **As Per Company**

Qualification Required: **ITI/Graduate**

Stipend + Attendance Incentive: **11400/-per month (After 3 month will be 14000/-per month)**

OJT: **8 HRS**

Canteen Facility: **As Per Company**

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Avantika Sidharth

Mobile Number: 7985032199

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16 / 06 / 2022

Name of Candidate: Rohit Patel

Mobile Number: 6394420976

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS.

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16 / 06 /2022

Name of Candidate: Hemant Sanehi

Mobile Number: 9451861266

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16 / 06 / 2022

Name of Candidate: Harshita Singh

Mobile Number: 9696713054

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To, -

Date: 16/04/2022

Name of Candidate: Aditi Shukla

Mobile Number: 7080038863

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

~~Canteen Facility: As Per Company~~
I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Vishal Maurya

Mobile Number: 7705818107

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/- per month (After 3 month will be 14000/- per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Priya Jaiswal

Mobile Number: 7518791945

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: __/__/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Jyoti Yadav

Mobile Number: 7355290461

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: **Kush Meera**

Mobile Number: **9756541669**

Location: **Kanpur**

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Sandhya Verma

Mobile Number: 8795724768

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS-

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Harsh Attry

Mobile Number: 7398092992

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Ashwani Sharma

Mobile Number: 8174045719

Location: Kanpur

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

latest passport size photographs at the time of Interaction

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Shalini Shrivastava
Mobile Number: 9336314526
Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma
Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001
Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM
Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)
Name of Position: As Per Company
Qualification Required: ITI/Graduate
Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)
OJT: 8 HRS
Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.
Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,
Recruitment Team
Ambreesh Kumar / Somesh Kumar
8448705062, 9999729227
Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE

Panacea

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

From: **Panacea HR** <hr@panaceasolutionsllc.com>

Date: Fri, May 27, 2022 at 6:06 PM

Subject: RE: Panacea Solutions Placement Drive at CSJMU -27/05/22 Friday

To: Tpo Csjmu Saurabh Gupta <tpo@csjmu.ac.in>

Cc: Manish Thakur <Manny@panaceasolutionsllc.com>, Puneet Kapoor

<puneet@panaceasolutionsllc.com>, Deepak Sharma

<deepak@panaceasolutionsllc.com>, Sushant Priya <sushant@panaceasolutionsllc.com>

Hi Saurabh,

Please check the below list of students who are selected with us. Once they will confirm us we will release their Offer letter.

1. Bhavya Mishra – B. Pharma
2. Nehshikha Singh – B. Pharma
3. Udbhav – B.Sc. Biotechnology
4. Prashasti Tripathi- M. Sc.- biotechnology
5. Sonam Sharma- M. Pharma
6. Aditi Shukla- B. Sc. Biotechnology

Kindly connect with these students & update us for final closure.

Best,

Maneesha Tyagi

HR Manager

Panacea Solutions LLC

US || NOIDA || HYDERABAD || LUCKNOW

Mobile: 8851772717

Email: hr@panaceasolutionsllc.com

<https://www.panaceasolutionsllc.com>

<https://www.kozenttec.com>



Invitation Letter

Name: Anjali Rathore

Date: Saturday, June 11,
2022

Dear **Anjali Rathore**,

We are glad to inform you that you are being invited to undergo a short-term fixed traineeship under the **Applicant Training Program (ATP)** in our organization.

This training program would be in two stages. Stage 1 will be a **classroom training (CRT) of 2 weeks** which will be **conducted at the respective training location**. Stage 2, will be an **On-the-Job Training (OJT) of 4 weeks** which will be virtual (work from home). Furthermore, only on successful clearing the assessments and minimum requirements of the **CRT stage**, you will be moved to the **OJT stage**.

Please note that this invitation does not guarantee you permanent employment at BYJU'S. This Agreement will automatically expire upon the completion of the term of the training program, unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. For example, if you do not clear the CRT (classroom training stage) based on assessments that you go through, your traineeship will be terminated after two weeks and you will be paid a prorated amount for those two weeks. The decision of the Company in this matter shall be final.

1. Training Program Details:

Training Role:	Applicant Trainee - Sales
Trainer:	Rahul Raj (TNL201605108)
Reporting Time:	9:30 AM
Classroom Training Location:	Byjus Bangalore - Venus block, Prestige Tech Park, Outer Ring Rd, Kadubeesanahalli, Bengaluru, Karnataka 560087
OJT Training Location:	WFH / Byjus - Bangalore
Role Location:	Bangalore - Prestige Tech Park

2. Date of Enrollment: Your enrollment becomes effective from the date of joining the Applicant Trainee Program, which date shall be no later than **Tuesday, June 21, 2022**.

3. Term: The term of this training program would be for a period of 2+4 weeks, commencing from your date of enrollment. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. The decision of the Company in this matter shall be final.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over and above the 6 weeks) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company in this matter shall be final.

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

6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer to you any position/ employment with the company on the expiry of this fixed-term traineeship Agreement. Any offer of employment, after completion of the 6-week training program, will be subject to satisfactory performance during training, qualification of all criteria - as determined by the central management from time to time - and the needs of the company from time to time. The offer is also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company.

7. Stipend: Your stipend for the entire duration of the training program of 6 weeks is INR 37500 (Stipend). For people whose training (CRT) location is different from the current base location (origin of travel to CRT location is different), an additional allowance of INR 6000 will be added to your stipend to defray a certain part of your travel and relocation expenses.

Payment Processing

The stipend shall be paid monthly on a pro-rata basis as per the number of days worked in the previous month. Travel & Relocation

Allowance also shall be paid on the pro-rata basis after the joining along with the immediate next monthly payment of the stipend, given you have completed 14 days of classroom training on the date of payment of stipend.

Performance pay (incentives)

You will also be eligible for a performance pay of up to 10% of the total sales (confirmed revenue). In case of partial completion of the training program, the compensation would be adjusted on a pro-rata basis till the date of disqualification or the date of voluntary dropout. The above is subject to audit and any wrong/inappropriate/fake sale revenue will be removed from the calculations and will be excluded from confirmed revenue.

8. Deductions: The Company shall be entitled to deduct from the above stipend payable to you calculated on monthly basis, the following contractual, statutory, and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted taxes
- (c) Dues to Company including loans at source at the rates applicable; or
- (d) Any other applicable statutory deductions
- (e) PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned stipend.

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

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

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

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. If you join the program from the 1st to the 15th of a month, you are entitled to get the leave credit for that month. If you join the program between the 16th to the end of the month, you are not entitled to the leave credit for that month. You will not be eligible for any other paid leaves during the Applicant Training Program.

12. Absence from duty: During the training program, if you take off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated as loss of pay days. You are expected to report to your department head on rejoining the duty after an absence and provide valid reasons for absence in writing before taking up training again. If you are absent from duty for more than 2* days (including paid and unpaid leaves/consecutive or cumulative), training will be discontinued due to automatic disqualification.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, needs to be read as 3 days, with no change to terms and conditions of Clause 11.)*

13. Termination: Subject to Clause 3, your services may be terminated in the following manner:

a) The Company will be entitled to disqualify your participation in the training program by giving you 48 hours' notice in writing, or by payment of 48 hours' stipend in lieu of such notice with or without cause. In the event you desire to opt-out of the training program, you will be required to give the Company 48 hours' notice in writing or 48 hours' stipend in lieu of such notice.

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

c) In the event of your exit from the Training Program, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the corresponding stipend amount in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be a part of the training program of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your association with the Company.

d) Trainee Certificate will be provided only on completion of the training period. If the resignation is initiated by you or you have been relieved as part of the Absenteeism policy, for violating the company policies, or for disciplinary issues during the training, you will not receive the certificate.

14. Confidential Information: During the training program, you may come into possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your traineeship in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents, and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential

Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in the company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

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

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

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

17. General Provisions:

a. You are required to devote your entire time, attention, and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your traineeship with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to a breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material, and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your training program, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit a breach of the terms of your traineeship or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your traineeship forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. During the course of your training, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including, but not limited to warning, suspension or disqualification your candidature forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

f. You will keep the Company informed of any change in your residential address, your family status, or any other personal particulars relevant to your traineeship, as and when the change occurs.

g. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the applicant training program by the Company. Your traineeship with the Company shall be contingent upon you executing the said agreement.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your association with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your association. Any modification of this letter will be effective only if it is in writing, signed by both parties.

k. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your training contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining the training program at the earliest. We are certain that as a participant of the training program, you will find

challenge, satisfaction, and opportunity in your association with the Company.

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

1. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Details of the training program

The training program has two Stages:

Stage1 : Classroom Training Program (CRT)

Duration : 2 Weeks.

Location : At office location (in person)

Post completion of 2 weeks, you will be assessed on various parameters. Only qualifying training participants will be moved to Stage 2 (OJT stage) of the program.

Stage 2 : 'On-the-job' Training (OJT)

Duration : 4 Weeks.

Location : Virtual

Post completion of 4 weeks, the training participants will be assessed on various parameters captured during 4 weeks. Only qualifying training participants will become eligible to be offered a role of BDA (Subject to approval from management). There will be additional performance incentives that will be applicable during the training program.

Please note that this invitation does not guarantee you a permanent employment at BYJU'S. The management reserves the sole right to take the decision.

Yours sincerely,

I have read and understood all the terms and conditions of the Applicant Training Program

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

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

Annexure

Business Development Associate(BDA) Profile Details

Upon satisfying the conditions mentioned above, the offer for the role of BDA will be extended with a compensation of Rs 10 LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or Rs 8 LPA (5LPA fixed + 3LPA variable) for the role of BDA - Inside Sales.

Your work location after being offered the role of Business Development Associate (post successful clearance of the training program) would be Bangalore - Prestige Tech Park, or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

If the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to rescind your offer in case the offer has been made or terminate employment if you have joined as an employee.



We create chemistry

BASF India Limited, Navi Mumbai - 400 705, India

Name Anshul Sachan
Address C/O Arun Sachan, 2A/412, Azad Nagar, Kanpur, Katarijiyora Nawab Ganj, Kanpur Nagar,
Uttar Pradesh: 208002
Contact +91 6388552117

Date 29.06.2022

Contact Nalini Nutan
Dept Human Resources
Telephone 022 62384066
Email nalini.nutan@basf.com

Subject: Offer Letter

Dear Anshul,

Further to the interview you had with us, we are pleased to offer you the position of “**GROW Trainee – Production Executive**” (Internal Designation: Trainee) in Grade **Engineering Trainee** based at “**Mangalore**” reporting to “**Head - Production (MPP) & QA**”.

The gross remuneration package will be **Rs. 7,00,062/- p.a.** inclusive of the following:

1. Retiral Benefits
 - a. Provident Fund – **Rs. 36,288/- p.a.** (12% of basic salary)
Eligibility is from day one of joining BASF. In the event of resignation / retirement the accumulations can be either transferred or withdrawn as the case may be as laid down in PF rules.
 - b. Gratuity – **Rs. 14,538/- (p.a.)**
15/26 days salary for every completed year of service after 5 years continuous service in BASF.

All payments are subject to deduction of tax at source.

When you join BASF, you are required to submit the following original documents along with their copies.

1. SSC Certificate
2. HSC Certificate
3. Graduation Degree Certificate with mark sheets of all semesters
4. Diploma Certificate if any, with mark sheets of all semesters
5. Post-Graduation Degree Certificate with mark sheets of all semesters
6. Management Degree Certificate if any, with mark sheets of all semesters

The company is at liberty to terminate / withdraw, the offer of appointment / your services with immediate effect, without any notice or compensation thereof, in any event of misrepresentation or concealment of facts, coming to our knowledge even on a later date.

BASF India Limited
Shree Sawan Knowledge Park
3rd & 4th Floor, Plot No. D-507, MIDC,
TTC Industrial Area, Thane Belapur Road,
Turbhe, Navi Mumbai - 400 705, India

Tel +91 22 6724 3700
Fax +91 22 6673 9981

www.basf.com/in

Registered Office
BASF India Limited
The Capital, 'A' Wing, 1204-C, 12th Floor,
Plot No. C-70, 'G' Block,
Bandra-Kurla Complex, Bandra (East),
Mumbai - 400 051, India

Tel +91 22 6278 5600

CIN - L33112MH1943FLC003972



We create chemistry

You are also required to bring the following on the date of joining:

1. Photocopy of Driving License
2. Photocopy of Passport copies (if available) – all pages
3. Photocopy of PAN Card (mandatory)
4. Photocopy of Aadhar Card

As per company policy, you will be required to sign a Secrecy Agreement on your joining.

If you agree, to the above terms and conditions of the above offer of employment, kindly confirm your acceptance to the offer, by a reply mail.

Your 'Letter of Appointment', with all the Terms and Conditions would be handed over to you on the day of your joining.

Yours Sincerely,
For BASF India Limited

A handwritten signature in cursive script that reads "Nalini Nutan".

Nalini Nutan
Head – Human Resources, India

Fwd: Selection Confirmation - Community Building Associate | PINscale

Piyush Kashyap 18_213 <piyushkashyap265@gmail.com>
To: Arun Gupta <arung247@gmail.com>

Thu, Jul 7, 2022 at 10:38 AM

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

From: **HR PINscale** <hr@pinscale.in>

Date: Tue, 17 May, 2022, 5:19 PM

Subject: Selection Confirmation - Community Building Associate | PINscale

To: <piyushkashyap265@gmail.com>

Dear Piyush Kashyap,

Greetings from PINscale!

Congratulations! We are glad to inform you that you are selected as a **Community Building Associate - Intern** at PINscale Technologies Private Limited.

The stipend payable to you is **Rs. 15,000/-** per month subject to applicable withholding taxes.

After the successful completion of the internship duration, you will be inducted as an employee based on your performance and the compensation payable (i.e., CTC) to you will be **Rs. 3,00,000/- per Annum + performance based incentives**.

You will receive the joining bonus of **Rs. 10,000/-** on successful completion of the first working month of your employment (i.e. one month after your internship completion).

This amount is payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes.

As discussed, your date of joining will be in the coming week, and your onboarding process has been initiated.

Kindly let us know your acceptance to perform the role of **Community Building Associate** formally by acknowledging this email by 12 PM, 18th May 2022.

PS: Kindly fill the Pre-onboarding form & Personal Details Form mentioned below.

Pre-onboarding Form Link: <https://accounts.ccbp.in/register/happy-onboarding-cba>

Personal Details Form Link: <https://bit.ly/AadharBankPanDetails>

Regards,
Team HR
PINscale



Invitation Letter

Name: Rithik Pathak

Date: Monday, June 6,
2022

Dear **Rithik Pathak**,

We are glad to inform you that you are being invited to undergo a short-term fixed traineeship under the **Applicant Training Program (ATP)** in our organization.

This training program would be in two stages. Stage 1 will be a **classroom training (CRT) of 2 weeks** which will be **conducted at the respective training location**. Stage 2, will be an **On-the-Job Training (OJT) of 4 weeks** which will be virtual (work from home). Furthermore, only on successful clearing the assessments and minimum requirements of the **CRT stage**, you will be moved to the **OJT stage**.

Please note that this invitation does not guarantee you permanent employment at BYJU'S. This Agreement will automatically expire upon the completion of the term of the training program, unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. For example, if you do not clear the CRT (classroom training stage) based on assessments that you go through, your traineeship will be terminated after two weeks and you will be paid a prorated amount for those two weeks. The decision of the Company in this matter shall be final.

1. Training Program Details:

Training Role:	Applicant Trainee - Sales
Trainer:	Aishvary . (TNL201611035)
Reporting Time:	9:30 AM
Classroom Training Location:	Byjus Lucknow - 3rd Floor, Rohtas Summit Building, Vibhuti Khand, Gomti Nagar, Lucknow - 226010, Uttar Pradesh
OJT Training Location:	WFH / Byjus - Lucknow
Role Location:	Kanpur

2. Date of Enrollment: Your enrollment becomes effective from the date of joining the Applicant Trainee Program, which date shall be no later than **Tuesday, June 14, 2022**.

3. Term: The term of this training program would be for a period of 2+4 weeks, commencing from your date of enrollment. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. The decision of the Company in this matter shall be final.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over and above the 6 weeks) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company in this matter shall be final.

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

6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer to you any position/ employment with the company on the expiry of this fixed-term traineeship Agreement. Any offer of employment, after completion of the 6-week training program, will be subject to satisfactory performance during training, qualification of all criteria - as determined by the central management from time to time - and the needs of the company from time to time. The offer is also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company.

7. Stipend: Your stipend for the entire duration of the training program of 6 weeks is INR 37500 (Stipend). For people whose training (CRT) location is different from the current base location (origin of travel to CRT location is different), an additional allowance of INR 6000 will be added to your stipend to defray a certain part of your travel and relocation expenses.

Payment Processing

The stipend shall be paid monthly on a pro-rata basis as per the number of days worked in the previous month. Travel & Relocation

Allowance also shall be paid on the pro-rata basis after the joining along with the immediate next monthly payment of the stipend, given you have completed 14 days of classroom training on the date of payment of stipend.

Performance pay (incentives)

You will also be eligible for a performance pay of up to 10% of the total sales (confirmed revenue). In case of partial completion of the training program, the compensation would be adjusted on a pro-rata basis till the date of disqualification or the date of voluntary dropout. The above is subject to audit and any wrong/inappropriate/fake sale revenue will be removed from the calculations and will be excluded from confirmed revenue.

8. Deductions: The Company shall be entitled to deduct from the above stipend payable to you calculated on monthly basis, the following contractual, statutory, and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted taxes
- (c) Dues to Company including loans at source at the rates applicable; or
- (d) Any other applicable statutory deductions
- (e) PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned stipend.

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

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

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

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. If you join the program from the 1st to the 15th of a month, you are entitled to get the leave credit for that month. If you join the program between the 16th to the end of the month, you are not entitled to the leave credit for that month. You will not be eligible for any other paid leaves during the Applicant Training Program.

12. Absence from duty: During the training program, if you take off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated as loss of pay days. You are expected to report to your department head on rejoining the duty after an absence and provide valid reasons for absence in writing before taking up training again. If you are absent from duty for more than 2* days (including paid and unpaid leaves/consecutive or cumulative), training will be discontinued due to automatic disqualification.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, needs to be read as 3 days, with no change to terms and conditions of Clause 11.)*

13. Termination: Subject to Clause 3, your services may be terminated in the following manner:

a) The Company will be entitled to disqualify your participation in the training program by giving you 48 hours' notice in writing, or by payment of 48 hours' stipend in lieu of such notice with or without cause. In the event you desire to opt-out of the training program, you will be required to give the Company 48 hours' notice in writing or 48 hours' stipend in lieu of such notice.

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

c) In the event of your exit from the Training Program, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the corresponding stipend amount in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be a part of the training program of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your association with the Company.

d) Trainee Certificate will be provided only on completion of the training period. If the resignation is initiated by you or you have been relieved as part of the Absenteeism policy, for violating the company policies, or for disciplinary issues during the training, you will not receive the certificate.

14. Confidential Information: During the training program, you may come into possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your traineeship in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents, and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential

Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in the company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

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

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

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

17. General Provisions:

a. You are required to devote your entire time, attention, and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your traineeship with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to a breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material, and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your training program, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit a breach of the terms of your traineeship or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your traineeship forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. During the course of your training, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including, but not limited to warning, suspension or disqualification your candidature forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

f. You will keep the Company informed of any change in your residential address, your family status, or any other personal particulars relevant to your traineeship, as and when the change occurs.

g. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the applicant training program by the Company. Your traineeship with the Company shall be contingent upon you executing the said agreement.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your association with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your association. Any modification of this letter will be effective only if it is in writing, signed by both parties.

k. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your training contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining the training program at the earliest. We are certain that as a participant of the training program, you will find

challenge, satisfaction, and opportunity in your association with the Company.

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

1. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Details of the training program

The training program has two Stages:

Stage1 : Classroom Training Program (CRT)

Duration : 2 Weeks.

Location : At office location (in person)

Post completion of 2 weeks, you will be assessed on various parameters. Only qualifying training participants will be moved to Stage 2 (OJT stage) of the program.

Stage 2 : 'On-the-job' Training (OJT)

Duration : 4 Weeks.

Location : Virtual

Post completion of 4 weeks, the training participants will be assessed on various parameters captured during 4 weeks. Only qualifying training participants will become eligible to be offered a role of BDA (Subject to approval from management). There will be additional performance incentives that will be applicable during the training program.

Please note that this invitation does not guarantee you a permanent employment at BYJU'S. The management reserves the sole right to take the decision.

Yours sincerely,

I have read and understood all the terms and conditions of the Applicant Training Program

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

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

Annexure

Business Development Associate(BDA) Profile Details

Upon satisfying the conditions mentioned above, the offer for the role of BDA will be extended with a compensation of Rs 10 LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or Rs 8 LPA (5LPA fixed + 3LPA variable) for the role of BDA - Inside Sales.

Your work location after being offered the role of Business Development Associate (post successful clearance of the training program) would be Kanpur, or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

If the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to rescind your offer in case the offer has been made or terminate employment if you have joined as an employee.



Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Tue, 31 May 2022 at 6:17 pm



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

Ref: MLASA05/04/22

Date: April 07, 2022,

An Intent To Offer

Dear Ms. Ranju Pandey,

Congratulations on successfully completing your interview process with MapleLabs and upon our assessment, we have found your skills and competencies relevant to our requirements.

We intent to offer you a full-time employment with MapleLabs Solutions Pvt Ltd with the following terms and conditions.

1. You will be Designated as **Associate Software Engineer in Grade 01**. You are expected to report on **July 04, 2022**, through Virtual onboarding process/in person not later than **9:30:00 AM**.
2. Your base work location will be Bangalore. You are entitled to work remotely until we resume work from office.
3. You will be entitled to a compensation of **Rs.4,75,000**

Benefits

- You will be entitled for 18 days of paid leaves and 8 days of casual leaves per calendar year of service, or pro-rata for partial period of service in a calendar year. You are also entitled for 11 public holidays
- Covid wellness: 5 days (Temporary benefit in lieu of Covid situation)
- Paid Paternity Leave: 5 days, Paid Condolence Leave: 5 days
- You and your family (1 spouse and 2 children) will be covered under Group Mediciam and Group Personal Accident policies without any cost to you
- Parental medical policy is available for you to avail at additional cost.
- Internet reimbursement on the actuals or up to Rs. 800

This is not a formal employment offer does not guarantee any employment and entitles to you to any benefits or compensation mentioned with MapleLabs Solutions Private Limited. Upon your confirmation to this Intent letter, we will issue a formal offer of employment.

In case of any query please feel free to contact **Shadiya Ali** at 9620307067 or email Shadiya.ali@maplelabs.com

Agreed & Acknowledged by

Ranju Pandey

Ranju Pandey

Date:

HRD/COV/1004304938/21-22

April 26, 2022

Mr. Ashish Saini
113/231,
swaroop nagar kanpur
Kanpur - 208002
Uttar Pradesh
India
Ph: (91) 70072 31604

Dear Ashish,

Welcome to Infosys!

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

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

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

Warm regards,



RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

HRD/NOBA/1004304938

April 26, 2022

Mr. Ashish Saini
113/231,
swaroop nagar kanpur
Kanpur - 208002
Uttar Pradesh
India
Ph: (91) 70072 31604

Dear Ashish,

Congratulations! We are delighted to make you an offer as **Specialist Programmer** and your role is **Specialist Programmer**.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **July 21, 2022**.

Location

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

You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, 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.*



Probation and confirmation

You will be on probation for a period of six months from the date of joining us. On successful completion of your probation, you will be confirmed as a permanent employee of Infosys Limited. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet at Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for **15** working days of leave annually, during probation. On confirmation, 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 financial 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.

Compensation and Benefits

Salary

Your Fixed Gross Salary will be **INR 67,293** per month and Total Gross Salary inclusive of Performance Bonus (at an indicative payment of 100%) will be **INR 79,168** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure – I

Performance Bonus

You will be eligible to participate in the Company's discretionary Bonus Plan. Your maximum Performance Bonus (at a payment of 100%) is **INR 11,875** per month. This payment of your Bonus can vary from 0% to 100% depending on individual, group and Company performance.

Guaranteed Performance Bonus

For the first six (6) months of your employment with Infosys, you will be paid **50%** of your on-target Performance Bonus as Guaranteed Bonus. Performance Bonus is inclusive of, and not in addition to Guaranteed Bonus. The Bonus Plan which has been attached provides all the details. The break-up of your compensation has been provided in the Compensation Details sheet at Annexure – I



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 2022-23 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 – III 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 10,200,000** of which **INR 5,200,000** is covered towards natural death, and **INR 5,000,000** 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 350**.

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

Notice period

During probation, your services can be terminated with one month's notice or salary thereof by either parties. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.



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.

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 II).



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

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

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

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

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

Yours sincerely,



RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Date: _____, 20____

Sign your name

Print your name Location

Enclosures: Non-Compete Agreement (Annexure II)
 Bonus Plan (Annexure IV)
 Information Sheet (Annexure III)

ANNEXURE –I

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Ashish Saini
ROLE	Specialist Programmer
ROLE DESIGNATION	Specialist Programmer
1. MONTHLY COMPONENTS	
BASIC SALARY	33,650
BASKET OF ALLOWANCES	21,256
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	6,393
MONTHLY GROSS SALARY	61,299

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)	337

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	4,038
GRATUITY - 4.81% of Basic Salary *	1,619
FIXED GROSS SALARY (1+2+3)	67,293

4. PERFORMANCE BONUS	At an indicative Payout of 50%	At an indicative Payout of 100%
Performance Bonus	5,937	11,875
TOTAL GROSS SALARY (Inclusive of Performance Bonus)	73,230	79,168

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	Fifty Thousand (Without Security)	@ 5%	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

NON-COMPETE AGREEMENT

I, _____ do hereby acknowledge and confirm the following: -

(1) I am accepting employment with Infosys Limited (“Infosys”). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a “Customer”).

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non-Compete Agreement, “Named Competitor” shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place: _____ Employee Signature: _____

Date: _____ Employee Name : **Mr. Ashish Saini**

Acknowledged by Infosys Limited:



June 02, 2022

Confidential

Name: Aayush Kasaudhan
Address: Near SBI Bank, Maskanwa Bazar,
District – Gonda, UP, 271305

Dear Aayush,

Sub: Letter of Appointment at Dtwelve Spaces Pvt. Ltd.

Congratulations on becoming a part of the Stanza Living family!

We are pleased to share that you've been appointed to the position of **Software Developer Engineer I** at **Dtwelve Spaces Pvt. Ltd. (Stanza Living)** and we look forward to having you on board, starting **June 07, 2022**. You shall be a part of the **Engineering Team** based out of **Delhi** initially and have the chance to work with an energetic team of talented individuals. We believe your role is one of the foundation stones for our collective growth and we encourage you to avail every opportunity for your learning and development – of which we are sure, will be many.

Please note, your appointment shall be governed by the terms and conditions of this Agreement, so you are requested to familiarize yourself with it.

1) Compensation

Please refer **Annexure - I (Compensation Breakup)** for a detailed Compensation Structure.

2) Band

The company complies with the standard band framework, aimed at helping you clearly visualize your career path with the organization. Your band represents the level you are placed within the organization and the salary range that you draw as compensation. Each Band is tailored to each specific function/department and high performers will have the opportunity to achieve fast-track growth, progressing through multiple bands within a short time frame. You will fall under the Band **"7"**.

3) Probation Period

You will be on probation for an initial period of **90 Days** from the date of your joining. Thereafter, your employment may be confirmed, or probation period may be extended by the Management in its sole discretion. Non-communication of extension of probation, within 10 working days from the expiration of **90 Days**, shall be deemed as confirmation of your employment, to be governed by the terms herein. During the period of probation, either party is liable to terminate the services by giving notice of such intent for a period of **30 Days** or pay proportionate Basic salary (excluding variable) in lieu of any short notice to the Company. The Company has the sole discretion to decide your last working day in lieu of due compensation. Further in case of non-satisfactory performance during the probation period, the Company reserves the right to terminate your employment wherein the company shall have the right to waive off the Notice period.

4) Professional Commitment

All employees are required to comply with Company policies, which shall be communicated to you upon your joining of the Company. These include those related to employee discipline, code of conduct, non-discrimination, sexual harassment, confidentiality and non-disclosure, board memberships, etc. Such Company policies shall be available with the Human Resource team, and you are expected to read, understand and keep yourself apprised of the same inclusive of the changes/amendments made from time to time.

5) Conflict of Interest

- a. During your employment, you will not engage in any activity or investment that
 - i. conflicts with the Company's business interests,
 - ii. occupies your attention thus interfering with the proper and efficient performance of your duties for the Company, or
 - iii. interferes with the independent exercise of your judgment in the Company's best interests

- b. You will devote your entire time to the work of the Company and will not undertake any direct indirect (including as employee, independent contractor, consultant, principal, agent, director, joint venture, partner, trustee, beneficiary) business, or work that is honorary or remuneratory in nature except with the written permission of the Management in each case.

6) Non-Solicitation of Clients and Employees/ Non-compete

- a. During your employment and for a period of 12 months from the cessation of your appointment with the Company howsoever caused (whether your employment is terminated by you or the Company and whether with or without cause or in breach of the Employment Agreement), you will not solicit, induce or encourage
 - i. any employee of the Company to terminate their employment with the Company or to accept employment with any, supplier, partner, vendor, agent, consultant or any customer with whom you have a connection due to your work in this company.
 - ii. any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. any existing employee to become associated with or perform services of any type for any third party on permanent or freelance basis.
- b. You agree that you will not at any time during your employment with the Company and the Restraint Period i.e., the period of 12 months from the date of termination of your employment with the Company howsoever caused (whether your employment is terminated by you or the Company and whether with or without cause or in breach of the Employment Agreement):
 - i. either individually or through any Company controlled by you and either on your own behalf or on behalf of any person, directly or indirectly, canvass, solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during your employment, are the clients or customers of the Company, or were in the habit of dealing with the Company.
 - ii. either individually or through any Company controlled by you and either on your behalf or on behalf of any other person, directly or indirectly solicit for employment, or endeavour to employ or to retain as an independent contractor or agent, any person who is an employee of the Company as of the date of termination of your employment or was an employee of the Company at any time during 12 months prior to the termination of your employment.
 - iii. Counsel, or otherwise assist any person to do any of the acts referred to in paragraphs (i) and (ii) of this clause
- c. You agree and undertake that you shall not accept, continue or engage in, whether directly or indirectly, through being on rolls of or as a consultant and / or third party outsourced and/or in-sourced and whether on a part time or full time basis, any job, profession, business, service or vocation of any kind whatsoever, which is in direct or indirect competition with the Company, whether individually or in a Company, firm, sole proprietorship or other entity, for a period of 12 months from the termination of employment with the Company
- d. You agree that the restrictions set out above are reasonable and valid and all defenses to the strict enforcement of this covenant by the Company are waived by you.

7) Intellectual Property Rights

- a. Any and all copyrightable works prepared by you within the scope of your employment by the Company will be works made for hire wherein the Company will own all Intellectual Property Rights to such works, and that the Company will be considered the author of all such works. If and to the extent that any jurisdiction should fail to deem any Intellectual Property Rights for the work prepared by you within the scope of your employment by the Company to be a work made for hire owned by the Company, you hereby irrevocably assign to the Company all rights, title and interest in and to such work.
- b. You will promptly and fully disclose to the Company any and all inventions, discoveries, designs, developments, improvements and trade secrets, whether or not patentable (collectively "Inventions") that you solely or jointly may conceive, develop, reduce to practice or otherwise produce during your employment with the Company. Subject to the 'Notice' below, you agree to grant and you hereby grant, transfer and assign to the Company all your rights, title and interest in and to such Inventions. You waive and quit claim to the Company any and all claims of any nature whatsoever that you now or hereafter may have for infringement of any patent application, patent, or other intellectual property right relating to any Inventions so assigned to the Company.
- c. It is pertinent to mention here that your obligation to assign rights shall not apply to any Invention that:
 - Was developed entirely on your own time without using any equipment, supplies, facilities, or trade secret information of the Company
 - Does not relate
 - Directly to the business of the Company or,
 - To the actual or demonstrably anticipated research or development of the Company; and

- Does not result from any work performed by you for the Company
- d. You will assign and do hereby assign to the Company or its designee all your rights, title and interest in and to any and all Inventions full title to which may be required to lie in the India government by law or by any contract between the Company and the Indian government or any of its agencies. The Company is not required to designate you as an author of any design, computer program or related documentation, or other work of authorship assigned, nor to seek your consent for any modifications here to or for any other acts in relation thereto. You hereby waive any and all moral right and special right to authorship, including but not limited to, any rights to identification of or claiming authorship of the aforementioned works of authorship, and all rights of approval of or limitations or modifications to the same and all rights to restrain or claim damages in respect of any distortion, mutilation, modification or other acts in relation to the aforementioned work of authorship.
- e. You must list and describe all Inventions that you are currently developing, and all Inventions belonging to you and made by you prior to your employment with the Company that you wish to have excluded from this Agreement. In case no such list is provided, you represent that there are no such Inventions. As to any Invention in which you have an interest at any time prior to or during your employment, if you use or incorporate such an Invention in any released or unreleased Company product, service, program, process, machine, development or work in progress, or if you permit the Company to use or incorporate such an Invention, the Company is hereby granted and shall have an irrevocable, perpetual, royalty-free, worldwide license to exercise any and all rights with respect to such Invention, including without limitation the right to protect, make, have made, use and sell that Invention without restriction and the right to sublicense those rights to others. This license shall be exclusive, subject to any pre-existing non-exclusive licenses or other pre-existing rights not subject to your control.
- f. You agree to execute, acknowledge, verify and deliver to the Company, or cause the same to be accomplished, any and all further documents (including without limitation patent applications, certificates of authorship, and other instruments appropriate for the protection and enforcement of intellectual property rights throughout the world) that the Company may reasonably deem necessary or appropriate to carry out, evidence or effectuate the purposes or intent of this Agreement. If for any reason whatsoever you fail to execute, acknowledge, verify or deliver any such document reasonably requested by the Company, you hereby irrevocably appoint the Company and its duly authorized officers and agents as your agent and attorney in fact, to act in your stead to execute, acknowledge, verify and deliver any such document (as applicable) with the same legal force and effect as if done by you. In furtherance of this Agreement, you will testify at the Company's request and expense in any legal proceeding arising during or after your employment.

8) Leave Entitlement

Your leave entitlement shall be as per the policy(ies) of the Company formulated from time to time. Absence for a continuous period of seven days without prior approval of your superior (including overstay of leave / training), would automatically terminate your services without any notice or intimation unless the Management communicates in writing to the contrary.

9) Working Days

The Company works on a 24*7 environment and hence you may have rotational shifts depending on your role.

10) Relocation

The Management may transfer you for work at any of the Company's or its affiliates' offices, existing or to be opened in future, at their discretion as they may consider necessary from time to time

11) Role & Responsibility

The Management may change your role & responsibility for work, at its discretion depending upon your qualification and your ability to the work entrusted upon you, as it may consider necessary from time to time.

12) Notice Period

- a. Your employment / services will be governed by Company's rules and regulations applicable from time to time. The Company reserves the right to terminate your employment with a notice of **60 Days** or by paying proportionate Basic salary (excluding variable) in lieu of any short notice.
- b. Your employment /Services can be terminated without notice in the event of misconduct which includes but not limited to non- adherence to Code of Conduct, Employee Discipline, committing a criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to the Company's reputation etc.
- c. If you wish to terminate your employment with the Company, you shall be required to serve minimum of **60 Days'** notice or pay proportionate Basic salary (excluding variable) in lieu of any short notice to the Company. The Company shall have the sole discretion to decide your last working day wherein the company shall compensate you in respect of the extension of the

notice period Whereas any waiver of the notice period shall create no liability of payment on the company for the period not served.

- d. On termination of employment you shall immediately:
 - i. Deliver to the Company or as may be directed, all Confidential Information; and
 - ii. Return to the Company all equipment, security keys, and other property belonging to the Company.
- e. The Company management reserves its right to place you under suspension in case any act of commission or omission constituting misconduct or misdemeanor, any act subverting discipline or good working practices or detrimental to the reputation or goodwill of the Company or prejudicial to the business, interests of the Company, etc., is alleged against you or is committed by you. In case of suspension you will be bound by the terms and conditions as contained in the letter of suspension including direction to mark your attendance at the directed place at the allotted time. During the suspension period you would be entitled to the subsistence allowance at the rate of 50% of the monthly basic, if otherwise not governed or regulated by any other applicable legal provision.

13) Confidentiality & Non-Disclosure

- a. During your employment you will have access to confidential information relating to Company, shareholder, related and affiliated entities and client (collectively "Confidential Information"). Confidential Information shall include any information concerning or relating to the Company or the business of the Company, including trade secrets, secret formulae, computer hardware and software programs and designs, databases, trading information regarding the Company, its shareholders and related and affiliated entities and clients of the Company, specifications, financial and accounting information, customer and supplier names, correspondence, negotiations and / or contracts with customers and suppliers, market research, performance data and marketing strategies, research and development plans and expenditure, research databases and other information or material that the Company in the future may indicate as confidential, or which may be apparently.
- b. During your employment and always thereafter, you will neither disclose to anyone outside the Company nor use for any purpose other than your work for the Company any confidential or proprietary information or trade secrets of the Company or any information received by the Company from others that the recipient is obligated to treat as confidential or proprietary
- c. You will not disclose confidential or proprietary information or trade secrets to other Company employees except on a "need-to-know" basis. All data and information in whatever form, tangible or intangible, that is not generally known to the public and that relates to the business, technology, practices, products, marketing, sales, services, finances, or legal affairs of the Company or any third party doing business with or providing information to the Company, including without limitation information about actual or prospective customers, suppliers and business partners; non-public information about employees, such as contact information, job duties or descriptions, compensation and performance; business, sales, marketing, technical, financial and legal plans, proposals and projections; and concepts, techniques, processes, methods, systems, designs, pictures, programs, code, formulas, research, technologies, features of technologies, experimental work and work in progress
- d. If you have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom if anyone it may be disclosed, you will consult your manager immediately.

14) Company Property

- a. You will be responsible for the safekeeping and return in good condition and order of all the property of the Company, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have the right to assess on its own basis and recover the damages of all such material from you and to take such action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- b. You acknowledge and agree that you will have no ownership or privacy interest in materials, data or information stored on or transmitted using the Company owned or the Company leased property or equipment, all of which shall be subject to access by the Company at any time without notice. When your employment by the Company ends, you will immediately return to the Company all documents, notes, manuals, specifications, designs, pictures, devices, code, email, documents, diskettes, CDs and tapes created during or related to your employment with the Company, as well as any other material in any form or media containing any confidential or proprietary information or trade secrets. You will also return all keys, access cards, credit cards, identification cards and other property and equipment belonging to the Company
- c. You will be liable to pay damages to the Company for the loss caused by you directly or indirectly in addition to other legal remedies, which may be required for violating any of the provisions of this letter and for which the Courts of Delhi, India will have Jurisdiction.

15) General

- a. You shall be governed by the rules, regulations and other Company policy (ies) including without limitation the Policy on prevention of Sexual harassment of woman at workplace and Employees Handbook as applicable, enforced, amended or altered from time to time during the course of your employment (the "Company Policy"). As we belong to a dynamic and evolving industry, future growth and expansion of the company entails that reporting relationships are liable to change in the future.
- b. You will be governed by the Service Rules & Regulations including the conduct, discipline and appeal rules, administrative orders and any such other rules / orders of the Company as applicable, enforced, amended or altered from time to time as per the laws governing during your employment and in case of deputation that may be in force from time to time. At all times the Company shall remain your Legal Employer;
- c. You are appointed based on your educational qualification and experience mentioned by you in your application / Personal Information Form and contingent on us receiving a positive reference check from your previous employers. In case the facts mentioned by you in your application and during your interview are found incorrect and unsatisfactory, it will result in termination of your appointment without any notice or salary in lieu thereof;
- d. You will inform in writing to the Company any change of address within a week from the change of the same, failing which, any communication sent on your last recorded address shall be deemed to have been served to you;
- e. The designation assigned to you is subject to change depending upon work assignments from time to time and shall remain at the sole discretion of the Company;
- f. During employment with the Company you may be transferred to any of the Groups / Organizations / Offices / Projects / Divisions / Departments / Units of the Company existing or to be set up in any other location in India or abroad. In such case you will be governed by the terms and conditions of service applicable to the new assignment;
- g. You will comply, and do all things that may be necessary for the Company to comply, with the laws and regulations of all the governments under which the Company does business, and with provisions of contracts between any such governments or its contractors and the Company that relate to intellectual property or to the safeguarding of information;
- h. In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a Court of competent jurisdiction in Delhi / New Delhi.
- i. It is mandatory to attend all day training workshop. The company reserve the right to terminate your employment agreement in case you fail to participate in training workshop for a single day. Further, it is mandatory to clear an assessment post training workshop to continue with an employment with Dtwelve Spaces Private Limited.
- j. The terms of this offer detailed above are strictly confidential and should be treated as privileged information between you and the Company.

We look forward to having you over and contribute to our business growth and wish you all the best in your new assignment. Please return us a signed copy of this letter as a token of your acceptance to the above offer on or before **June 04, 2022**. In the meantime, do not hesitate to call us, in case of any questions.

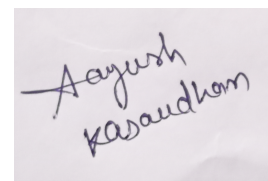
Yours truly,

Dtwelve Spaces Pvt. Ltd.



Taradutt Pathak
Vice President – Human Resources

Received & Accepted



Aayush Kasaudhan



30-May-2022

To,
Mr Abhishek Bhardwaj,
Aligarh

Offer of Appointment

Dear Abhishek,

Congratulations! Further to the interview you had with us and the Application Form for Employment you had submitted, we are pleased to make you an offer of appointment for the position of **Associate Engineer/ Grade P1**.

Here are the terms and conditions of our offer:

Joining Date

Your scheduled date of employment with us will be **31-May-2022** , If you fail to join the Company on or before **31-May-2022** , this offer of appointment shall stand automatically terminated.

Salary Package

The Company will pay you an Annual Gross Salary of (approximately) **INR 5,66,667 (Rupees Five Lakh Sixty Six Thousand Six Hundred and Sixty Seven Only)**. This figure includes retiral benefit of provident fund, as per statutory requirements, benefits and perquisites as applicable. In addition, you will be eligible to gratuity, according to the Payment of Gratuity Act, 1972 upon completion of five years of continuous service. All payments to you will be made subject to applicable tax deductions at source (“TDS”). The detailed break up of your gross salary is given in the Annexure-I to this Agreement.

Location

Your appointment is for our Qubix SEZ IT Park, Hinjewadi Phase 1 office. You will be attached to our **Pune** office, but you will be required to attend to jobs at locations in India as may be determined by the Company from time to time. You may also at any time be seconded/transferred to or re-appointed in any of the Singapore Telecom’s subsidiary companies or joint venture companies on the same or similar terms and conditions of your initial appointment. Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

Background Check

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor 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, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, before initiating appropriate action.

Documents required at the time of joining

At the time of or before joining you would be required to bring the originals and submit one set of self-attested photocopies of the following documents:

- Birth certificate or equivalent proof of your date of birth
- Educational certificates, as well as mark sheets of your graduate and post-graduate degree (as applicable).
- Experience certificates (includes all work experience documents such as all appointment letters, resignation letters, resignation acceptance, latest bonus payout letters, promotion letters, latest salary break-up and last 3 months pay-slips)
- Government issued photo identity and address proofs, any 2 (passport, driver's license, voter card, etc.)
- PAN card & Adhaar Card

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 the Company. 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.

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. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Conduct, Non-Compete Agreement 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 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 is governed by and construed in accordance with the laws of India.

If you accept this offer of appointment, please submit a signed copy of this letter within 10 days from the date of this letter, failing which this offer will automatically stand withdrawn.

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

Yours sincerely,
For and on behalf of
NCSI Technologies (India) Private Limited

Aditya Arora
Manager, People & Culture

I agree to and accept the above terms and conditions of the Offer Letter:

Signature:

Date:

Place:



Annexure to Offer Letter - Abhishek Bhardwaj

Salary Structure

Components	Monthly	Annual
Basic Salary	17,000	2,04,000
House Rental Allowance	6,800	81,600
Special Allowance	8,543	1,02,516
Statutory Bonus	3,400	40,800
Children Education Allowance*	200	2,400
Children Hostel Allowance*	600	7,200
Employer's contribution to PF	2,040	24,480
Leave Travel Allowance*	1,417	17,004
Telephone & Home Broadband Reimbursement*	1,000	12,000
Professional Development Reimbursement*	1,500	18,000
Gross Salary	42,500	5,10,000
Annual Performance Bonus**		56,667
Total CTC	42,500	5,66,667

* Payment on submission of bills
* You can choose to reduce the quantum or opt-out of these components, the balance will be added to Special Allowance
**At the discretion of the organization as per the company policy

Additional One-off Payments

- INR 50,000 will be paid to you along with your 1st month's salary as a joining bonus for a committed 12 months tenure (subject to tax).

Additional Benefits

You will also be entitled to the following additional benefits on monthly basis which will be subject to taxation as per the income tax guidelines. These following benefits are over and above the salary and will be outside the scope of annual increment. You will be required to submit your claims to the payroll vendor on or before 6th day of every month for the reimbursement to be processed in the same month. The amount will be reimbursed based on the eligibility and on submission of valid receipts only. NCSI India reserves the right to validate and approve the receipts. Once approved, the reimbursement will be paid along with your monthly salary as part of reimbursements. You are required to submit your reimbursements within 3 months of the date of receipt of the payment and within the same financial year. Any unclaimed amount will not be carried forward to the next financial year and will be forfeited.

1. Childcare Subsidy – INR 36,000 pa
2. Transport Subsidy – INR 26,000 pa
3. Food Coupons – INR 39,000 pa
4. Flexi Spending Account – INR 15,000 pa

23rd May 2022

Adarsh Prakash Srivastava
6-C, Divyanagar, Khorabar,
Gorakhpur-273010.



Dear Adarsh,

We are pleased to offer you the full time position of **Chief Technology Officer** at AnsrCoach Eduventures with a start date of **23rd May 2022**.

We believe your skills and experience are an excellent match for our company.

In this role, you will be required to plan and manage the technologies we use at AnsrCoach, you will be responsible to hire tech employees and interns throughout your tenure.

The annual starting salary for this position is **30 Lakhs/annum** to be paid on a monthly basis by *bank deposit* starting on 23rd June 2022. In addition to this starting salary, we're offering you stock options with the firm.

Your employment with AnsrCoach Eduventures will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

As an employee of AnsrCoach Eduventures, you are also eligible for our benefits program, which includes *medical insurance, 401(k), vacation time*, and other benefits which will be described in more detail in the managerial handbook.

Please confirm your acceptance of this offer by signing and returning this letter by 25th May 2022.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,
Ritika Rai,
CEO – AnsrCoach Eduventures.

Signature:
Printed Name: Adarsh Prakash Srivastava
Date: 23rd May 2022



Offer: Computer Consultancy
Ref: TCSL/DT20218314604/Delhi
Date: 03/12/2021

Mr. Aishwary Bajpai
124/7 D-Block Govind Nagar,
Govindpuri Station,
Kanpur-208006,
Uttar Pradesh.
Tel# 91-8840050965

Dear Aishwary Bajpai,

Sub: Letter of Offer

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

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be INR **7,00,022/-** 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 & Conditions). You will also be issued a letter of appointment at the time of your joining after

TCS Confidential
TCSL/DT20218314604

1



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 INR **15,000/-** 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 INR **7,500/-** 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 INR **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.



4. Personal Allowance

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of INR **4,300/-**. 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.

Performance Bonus

Your Performance Bonus will be INR **3,100/-** 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.

Performance Bonus 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 Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

RETENTION INCENTIVE

You are eligible for Retention Incentive of INR **70,000/-** payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

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 dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

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

TCS Confidential

TCSL/DT20218314604

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

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

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



Loans

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

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a



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

3. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

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 to 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 probation 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 offer 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 your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

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.

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. 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.

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

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

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 probation/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.

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 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Aishwary Bajpai
Designation	Systems Engineer
Institute Name	University Institute Of Engineering And Technology, Kanpur

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	51,844	7,00,022
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.

*** 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	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264



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. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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

COMPENSATION & BENEFITS

Name Designation Location	Date of Joining Employee Code		
1) FIXED SALARY & BENEFITS		Per month (Rs.)	Per annum (Rs.)
1	Basic Salary	22500	270000
2	House Rent Allowance	11250	135000
3	Conveyance Allowance	800	9600
4	Special Allowance	22550	270600
5	Employee Contribution to PF	2700	32400
6	Employer Contribution to PF	2700	32400
Fixed Salary		62500	750000

TDS as applicable

Monthly Take Home before Taxes and after PF deduction

57100

Annual Fixed Salary	750000
Total CTC	750000

Compose

- Inbox 6,838
- Starred
- Snoozed
- Important
- Sent
- Drafts 24

- Meet
- New meeting
 - Join a meeting

- Hangouts
- Deepak +

No recent chats
[Start a new one](#)



13 of many

Virtusa : NeuralHack S5 V2.0 - Congratulations !!



MEENAKSHI V S
to me

Tue, Apr 19, 10:55 AM

Dear Deepak verma,

Greetings from **Virtusa!**

As we near the end of your college life, I am sure you are looking forward to the next chapter of your life. We understand that this is also a stressful time as your work over the last 4 years is finally showing results and the fear of the unknown, work-life, projects, deadlines etc. are looming ever closer.

In this time, we want to lighten the load by sharing an official confirmation on your candidature status on NeuralHack Season 5 Version 2.0

We are pleased to inform you that after careful evaluation we have hand-picked you to join us here at **Virtusa**.

With this you will be helping craft the history by being part of **Virtusa** family. We look forward to having you onboard with us and can't wait to see what you achieve with this opportunity.

PFB the details below :

- Designation : Associate Engineer
- Location : Virtual for time being
- CTC : 5 LPA
- Training Period : 3 months
- Service Agreement : Yes , for 2 Years
- Tentative Start Period : June - July 2022.

(Note : Offer Letter and other details to be followed in the last week of May)

It was indeed a pleasure having you to go through the interview process as we wanted to bring your talent to the limelight - you are one of the chosen among a group of 60000 + candidates who had shown interest in the NeuralHack Competition. Prizes and Goodies are on your way home !!

Do like and support our NeuralHack winners in our Insta and LinkedIn page.

Instagram id : GTP_Virtusa

Regards,
 Meenakshi
[Meenakshi V Sivanandam | LinkedIn](#)





Offer: Computer Consultancy
Ref: TCSL/DT20218153844/Delhi
Date: 11/06/2022

Mr. Mohd Sadique
Infront Of Rayeen Junior High SchoolBela Devi Road,
Azad Nagar,
Pratapgarh-230001,
Uttar Pradesh.
Tel# 91-8573803911

Dear Mohd Sadique,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in the **TCS Digital (TCS Digital)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

TCS Confidential
TCSL/DT20218153844

1



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 ₹15,000/- 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.

House Rent Allowance (HRA)

Your HRA will be ₹7,500/- 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

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.

Personal Allowance

You will be eligible for a monthly personal allowance of ₹17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

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

TCS Confidential

TCSL/DT20218153844

2

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

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

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



components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹4,300/-. 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 ₹3,100/- 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 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 ₹400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

RETENTION INCENTIVE

You are eligible for Retention Incentive of ₹70,000 payable to you on an annual basis. This component is in appreciation of continuity of service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.



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.

Loans

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

TCS Confidential

TCSL/DT20218153844

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

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

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



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.

Professional Memberships

You will be eligible for reimbursement of expense-s 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. Relevant Experience

As per the recommendation of our management review panel, out of your total experience, 0.0 years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCSL (while in service with current employer) till the date of relieving from your current employment will be added to your total and relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

2. 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.

3. 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.

4. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

5. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory.

6. 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.



7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. Work in SBWS mode

TCS' Secure Borderless Workspaces(SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such



flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

13. 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.

14. 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.

15. 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.

16. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above.

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.

17. Retirement

TCS Confidential
TCSL/DT20218153844

8



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.

18. 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.

19. 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.

20. 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.

21. 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 Sri Lankan 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,

TCS Confidential

9

TCSL/DT20218153844

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

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

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



- 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 photocopies of the below documents

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

22. 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.

23. 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.



24. 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.

25. 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.

26. 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	Mohd Sadique
Designation	Systems Engineer
Institute Name	Uiet, Csjm University, Kanpur

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Quarterly Variable Allowance*	3,100	37,200
3) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
4) City Allowance	400	4,800
TOTAL GROSS	51,844	7,00,022
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	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264



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. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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

Date:February 8, 2022

**Arjun Kumar Singh,
(Uttar Pradesh) India**

Subject: Training Letter

Dear Arjun Kumar Singh,

This is further with reference to the tests and interviews conducted by us. We are pleased to inform you, that we have decided to provide you appointment as **Trainee** at **Nagarro**.

You are requested to join us on or before **March 9, 2022**. During the period of training you would be paid a stipend of **Indian Rupee (INR) 19,000** per month and your confirmation is based on your performance only. CTC would be Rs 4.5 LPA if you are confirmed.

You are requested to send us the signed duplicate copy of this letter as a token of your acceptance.

We welcome you to a pursuit of excellence with **Nagarro**.

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- **Mark sheets and Certificates for Class X, XII, Graduation and Post Graduation (if applicable)**
- **Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)**
- **Five Passport size photographs**

Yours Sincerely,

For **Nagarro Software Pvt. Ltd.**



Swati Yadav
Director



Offer Letter - iTinker

1 message

Sparsh Jain <sparsh@itinker.io>

Mon 6 Jun, 2022 at 9:24 PM

To: neetishyadav4@gmail.com <neetishyadav4@gmail.com>

Dear Neetish Yadav,

We are excited to offer you a full-time position as a Full Stack Developer at iTinker.

As per your conversation with me, we'd like to offer you a training for first 6 months with stipend of Rs.25000 per month.

After that, your annual package of Rs. 650000.

To accept this offer, please email me at sparsh@itinker.io by Tuesday, 7 2022, and I will get you started with the rest of the onboarding process.

We are excited about the possibility of you joining iTinker! If you have any questions, please contact me directly via phone or email.

Sincerely,

Sparsh Jain

Co-Founder & Chief of Technology

iTinker

March 31, 2022

Training & Offer Letter

Dear Hariom,

Congratulations!

We are pleased to inform you that you have cleared our selection process. We'd like to offer you a training and subsequent job at Nagarro. You will begin your career as a **Trainee** and upon successful completion of your training, you will be promoted to be an **Associate Engineer** at Nagarro.

Training is an essential part of any fresher's onboarding process as it provides opportunities to work on latest technologies and exciting projects. We believe that the best way to learn is by working on real-world applications as compared to dummy projects.

We expect you to join us on May 11, 2022, when you will be in your last semester. You will be paid a stipend of Rs 19,000/- per month during the training period i.e., till September 2022.

If your performance is rated truly exceptional (outstanding) during training, you will be promoted to Associate Engineer just after 6 months of training on a package of *Rs 4.5 LPA. If your performance is rated less than outstanding during the period, you will be promoted to **Associate Engineer** in **November 2022**.

In case of any query related to your offer please drop in an email at campushiring@nagarro.com

To help complete joining formalities, may we request you to carry the following documents with you on the joining date.

- One Passport size photograph
- Proof of age
- Proof of Education Qualifications

We welcome you to a passionate and fun-filled pursuit of excellence at Nagarro!



Swati Yadav
Director
People Enablement, Nagarro

*The offer placed to you will be valid only if you attend the training period with Nagarro. In case you do not attend, the offer shall be withdrawn.



Ashish Yadav <ashish91258521@gmail.com>

HashedIn by Deloitte || Campus Recruitment 2022_LOI

2 messages

Rajendra Joshi, Purva <prajendrajoshi@deloitte.com>
 To: "ashish91258521@gmail.com" <ashish91258521@gmail.com>

Fri, May 6, 2022 at 12:56 PM



Dear Ashish Yadav,

Greetings from HashedIn by Deloitte !

Congratulations and thank you for your keen interest in HashedIn by Deloitte. On behalf of the team, I would like to compliment you for your excellent performance during the

Campus Hiring 2022 selection process. Looking forward to you being a part of the HashedIn by Deloitte family.

We are delighted to extend an offer confirmation as **“Trainee + Software Engineer- I”** at HashedIn by Deloitte, Bangalore.

We request you to provide a confirmatory acceptance of the offer by 7/05/2022 by 5:00PM in the link – [HashedIn Offer Acceptance Form](#)

Candidate details

Name	Ashish Yadav
College Name	Referral
Offer Designation	Trainee+ Software Engineer-I Trainee (2 Months)- INR 25000 Software Engineer -I- INR 810000

Location	HSR Layout, Bangalore
-----------------	------------------------------

Kindly note, this is our intent to offer; we will be sharing the formal offer letter post-acceptance of the letter of intent.

Pre Onboarding Documents:

Aadhar Card: Date of Birth in the Aadhaar card should be in DD/MM/YYYY format only. Do check your Aadhaar card if the DOB is in the required format.

If not, do get the Aadhaar card downloaded from the [official Aadhar site](#) again which can solve the issue. In case, if there are any other errors in

DOB format you should apply for the correction and get it resolved as soon as possible.



PAN Card: PAN card is mandatory for verification purpose and to link it to the salary bank account. If you do not have a PAN number,

you can apply for an e-PAN using your Aadhaar card online. Below is the link to apply for a PAN card. <https://www.tin-nsdl.com/index.html>

Addresses of your Residence: Please have the address proof document ready. Document supporting Address Verification: Aadhar Card/

Election Card/ Driving License/ Passport Educational Documents: Please have all the marks cards handy. 10th Board/ 12th Board/ UG/ PG Semester Marks cards

Regards,

Campus Recruitment Team

HashedIn by Deloitte

This message (including any attachments) contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message and any disclosure, copying, or distribution of this message, or the taking of any action based on it, by you is strictly prohibited.

Deloitte refers to a Deloitte member firm, one of its related entities, or Deloitte Touche Tohmatsu Limited ("DTTL"). Each Deloitte member firm is a separate legal entity and a member of DTTL. DTTL does not provide services to clients. Please see www.deloitte.com/about to learn more.

v.E.1

Ashish Yadav <ashish91258521@gmail.com>
To: "Rajendra Joshi, Purva" <prajendrajoshi@deloitte.com>

Sat, May 7, 2022 at 10:53 AM

I accept the offer.

Thanks

[Quoted text hidden]

You have a job offer for Digital Specialist Engineer role at Infosys

Inbox



Infosys Freshers R... 19 Apr
to Infosys ▾



Infosys®



Dear Candidate,

Congratulations!

You have cleared the interview round to receive a job offer for the **Digital Specialist Engineer** role at **Infosys**.

Digital Specialist Engineer is a niche technical role that requires full-stack capabilities and skills like analytics, artificial intelligence, automation, big data, cloud, cybersecurity, data consulting, digital commerce, interaction, and marketing. Digital specialist engineers work across **Infosys** business units on special projects to develop integrated applications and bring agility in development with DevSecOps culture.

The compensation offered for this role is **INR 6.25 LPA**.

Please note:

1. This is a conditional job offer subject to your background verification.
2. You might have appeared in PPI (Pre Placement Interview) for a different role. The role offered to you is at par with the assessment of your skills from the interview.

Please feel free to write to us at talent.acquisition@infosys.com for any clarifications.

Best Regards,

Talent Acquisition

Infosys

February 2, 2022

Training & Offer Letter

Dear Manish,

Congratulations!

We are pleased to inform you that you have cleared our selection process. We'd like to offer you a training and subsequent job at Nagarro. You will begin your career as a **Trainee** and upon successful completion of your training, you will be promoted to be an **Associate Engineer** at Nagarro.

Training is an essential part of any fresher's onboarding process as it provides opportunities to work on latest technologies and exciting projects. We believe that the best way to learn is by working on real-world applications as compared to dummy projects.

We expect you to join us on March 9, 2022, when you will be in your last semester. You will be paid a stipend of Rs 19,000/- per month during the training period i.e., till September 2022.

If your performance is rated truly exceptional (outstanding) during training, you will be promoted to Associate Engineer just after 6 months of training on a package of *Rs 4.5 LPA. If your performance is rated less than outstanding during the period, you will be promoted to **Associate Engineer** in **November 2022**.

In case of any query related to your offer please drop in an email at campushiring@nagarro.com

To help complete joining formalities, may we request you to carry the following documents with you on the joining date.

- One Passport size photograph
- Proof of age
- Proof of Education Qualifications

We welcome you to a passionate and fun-filled pursuit of excellence at Nagarro!



Swati Yadav
Director
People Enablement, Nagarro

*The offer placed to you will be valid only if you attend the training period with Nagarro. In case you do not attend, the offer shall be withdrawn.

16 Mar 2022

Natasha

Kanpur

Registered Address:
Fractal Analytics Pvt. Ltd.
Level 7, Commerz II, Oberoi
Garden City,
Western Express Highway
Goregaon (E), Mumbai 400 063
Phone: +91 22 40675800
Fax: +91 22 40675809
CIN U72400MH2000PTC125362

Offer of Appointment

Dear Natasha,

We are delighted to offer you the position of **Imagineer (Band E)**. The position is based out of **Mumbai/Bengaluru/Gurgaon** and entails travel within and/or outside the country depending on project delivery requirements.

Your appointment is effective from the date of your joining which shall be [no later than/ on or before] **29 Sep 2022**

People principles at Fractal

We believe that we are building a great organization, an institution that can stand the test of time, a place that is unusually honest, client and people focused, a place we can all be proud of having created. In our quest for excellence, we are governed by following people principle's in everything we do:

- We place extreme trust in one another.
- We believe in freedom - We respect the choices people make.
- We treat each other as we would like to be treated.
- Anyone can ask a straight question and expect a 100% honest answer.
- The content of our work is respectable no matter what it is-as long as the why and how are clear.
- Once a Fractalite, always a Fractalite.
- We hire for Fractal first and then for the appropriate role.

The overarching principle at Fractal is to do what's right for the client and Fractal. When in doubt, we choose client over Fractal, Fractal over any team within Fractal and any team in Fractal over self.

Pre-Boarding program

Fractal is offering you a pre-boarding program developed in partnership with our external learning partners. The objective of the program is to provide you a strong background in analytics before you join Fractal, thereby accelerating your learning. The program has been designed to help you learn key concepts required in Analytics.

The program has 100 hours of content and requires you to put in 12 weeks approx. You need to clear the pre-boarding program before you join us. You will shortly hear from our training team, Fractal Analytics Academy (FAA) and will also receive the program details from the external learning partners.

Fractal will bear the cost of entire program. However, if you are unable to join Fractal due to any reason and continue to be part of this program for 6+ weeks from the start date, Fractal will recover INR 40,000 from you.

In addition to pre-boarding, you will go through a comprehensive training program organized by FAA as part of Fractal onboarding process.

Other Terms and Conditions

1. Compensation

Your 3-year compensation is fixed at **INR 31,00,000/-**, break-up for the first year is **INR 7,50,000/-** including a Committed Pay of **INR 68,182/-** and will be subject to statutory and other deductions as per company policies and practices. Break-up for second year is **INR 8,25,000/-** including a Committed Pay of **INR 75,000/-** and will be subject to statutory and other deductions as per company policies and practices. Break-up for third year is **INR 9,25,000/-** including a Committed Pay of **INR 84,091/-** and will be subject to statutory and other deductions as per company policies and practices.

You will be entitled to be considered for such Committed Pay upon completion of your first anniversary at Fractal, provided your employment has not been terminated as per Clause 11 (Termination) below. The details of your compensation break-up are provided in the attached Appendix – I.

2. Other Work

- (a) This is a full time employment with the company. As an employee of the company you agree to devote your best efforts to further the best interests of the company. You shall devote yourself exclusively to the business and operations of the company. During your employment with the company, you will not, without the prior written approval from the HR department of the company, take up any other work, assignment or project for remuneration (part time or otherwise).
- (b) Further, during your employment with the company, you will not, without the prior written approval from the HR department of the company, (i) take up any work, assignment or project on a pro bono basis (part time or otherwise) or (ii) work in an advisory capacity or (iii) author any book or article or other publication or conduct any training, workshop or presentation.

The approval under (a) or (b) shall be granted at the absolute discretion of the HR department and on a case to case basis.

- (c) If such work or assignment or project under (b) above: (i) applies or involves or uses, in any manner and to any extent, the know how or trade secrets, other intellectual property rights or the proprietary or confidential information of the company, or (ii) is defamatory for, or prejudicial to the interest of, the company, its management or any of its employees, then you will not be permitted to take up such work or assignment or project. The HR department shall determine whether such work or assignment or project is covered by (i) or (ii) above and such determination shall be final and binding on the employee

3. Confidential Information

You will protect confidential, proprietary and other information of the company, in accordance with the provisions of the non-disclosure agreement executed by you with the company ("NDA").

4. Conflict of Interest

It is intended to avoid conflict between your interest as an employee, and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company. Further, if any conflict of interest does arise in future, you will promptly report the same to the APEX manager of your team and the HR department.

Without prejudice to the provisions of Clause 3 (Other Work), during your employment with the company, you will not engage in activity that:

- (a) conflicts with the company's business interests
- (b) interferes with the proper and efficient performance of your duties in relation to the company, or
- (c) interferes with the independent exercise of your judgment in company's best interests.

Noted below are a few examples of conflict of interest:

- (a) You or any dependent member of your family should not have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold on open market or the interest is not material.
- (b) You or any dependent member of your family should not buy/sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any other company or individual that is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of the management.
- (c) You are not to serve as an officer, director or in any other management capacity or as a consultant to any another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of the management of our company.
- (d) You are not to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- (e) You or any dependent member of your family should not accept commission, a share in profits or other payments, loans (other than with established banks or financial institutions), services, excessive entertainment and travel or gifts or more than nominal value from any individual or organization doing or seeking to do business with the company.

5. Non-Compete and Non – Solicitation

- (a) Non-Compete - You agree and undertake that for a period of one (1) year from the Termination Date of your employment with the company in any manner whatsoever, you will not, directly or indirectly:
 - i) be concerned in any business or activities which competes with the business or activities of the company or any part thereof;

- ii) become a partner, director, designated partner, manager, shareholder (holding more than (two per cent) 2% interest in the company), employee, secondee, consultant or agent in, of or to,
 - (A) any past or present client of the company or its affiliates, if you were part of, involved in, assisting or advising on, or supervising or leading, any project, work, assignment or deliverable for such client, any time during the nine (9) months immediately preceding such Termination Date, or
 - (B) any entity or individual/s (as applicable) involved in any business or activities which competes with the business or activities of the company or any part thereof.

- (b) Non-Solicitation- You agree and undertake that for a period of one (1) year from the Termination Date of your employment with the company in any manner whatsoever, you will not, directly or indirectly:
 - i) interfere with, tender for, canvass, solicit or endeavor to entice away from the Company the business of any Person who was a customer, client or agent of or supplier to, or who had dealings with the Company;
 - ii) supply any product, carry out or undertake or provide any service to any Person who was a customer, client or agent of or supplier to or who had dealings with the Company;
 - iii) interfere or endeavor to interfere with the continuance of the provision of goods or services to the Company by any Person who was a supplier to the Company;
 - iv) be employed by, enter into partnership with, employ, attempt to employ or negotiate or arrange the employment or engagement by any other Person, of any Person who was part of the management of the Company, an employee employed in a skilled or managerial capacity of the Company; and
 - v) solicit, interfere with, tender for or endeavor to entice away from the Company any contract, project or business, or the renewal of any of them, of the Company which is in progress on the date of termination of the Company or negotiations for which are in progress on that day.

- (c) You agree and acknowledge that:
 - i) your obligations as set out in 6(a) and 6(b), above extend to you, acting not only on your own account but also on behalf of any other firm, company or other person or entity, and whether alone or jointly with any person, partner, director, designated partner, manager, shareholder (holding more than (two per cent) 2% interest in the company), employee, secondee, consultant or agent of any other person or entity and shall apply whether you act directly or indirectly; and
 - ii) the restrictions contained above represent a partial restriction to work and do not violate your freedom to work and are considered by you to be reasonable in all circumstances.

6. Protection of Interest

You agree to abide by the terms of the NDA, inter alia, in relation to Inventions (as defined under the NDA) and protection of company's rights and interests in relation to such Inventions. The NDA will become applicable to you from the date of joining and you shall abide by its terms in the interest of the company.

Without prejudice to your obligations under this offer letter or the NDA, you further agree and undertake to refrain from disclosing or sharing the Inventions, any part thereof or any information in relation thereto, including the existence of such Invention, or any other information the disclosure of which might harm or destroy the competitive advantage of, or prejudice the business interests of the company.

7. Company's policies

By executing this offer letter, you also agree to be bound by the company's policies which are all available at the company's knowledge management portal: <https://km.fractalanalytics.com> (the "**Company Policies**") which may be updated from time to time. You will acquaint yourself with the terms and conditions contained in such Company Policies. If you have any questions on the meaning and/or implication of any of the terms and conditions contained therein, you may consult your manager, APEX manager or HR Business Partner in the company.

8. Leave

As a principle, the company does not account for leaves availed by you while at Fractal. The overall guideline is that you are permitted to take twenty-seven (27) days off per year on an average all-inclusive of vacation time as well as times of sickness or personal emergency.

The company may be required to record the number of leaves availed by you along with the duration of your employment with the company in order to fulfill any obligations towards you as per applicable employment statutes.

9. Notice Period

Your employment can be terminated either by you or as per Clause 11 (Termination) below by the company with a minimum of thirty (30) days' written notice or salary in lieu of such notice. If the employment is being terminated pursuant to clause 11 (termination), then the company agrees that on your request, the notice period served by you will stand extended by such period as mutually agreed provided that the total notice period will not exceed sixty (60) days.

If the employment is being terminated pursuant to a resignation received from you, then you agree that on company's request, the notice period served by you will stand extended by such period as the company may deem fit, provided that the total notice period will not exceed sixty (60) days. The company may, at its sole discretion, relieve you before the expiry of the notice period served by you with salary in lieu of thirty (30) days' notice period or the period of shortfall, whichever is less.

10. Termination

- (a) Your employment shall terminate automatically upon you attaining the age of sixty (60) years; or upon death or Permanent Disability.

For the purpose of this offer letter, the term "Permanent Disability" shall mean incapacitation or impairment due to any accidental bodily injury, adverse sickness or fatal disease or any mental illness or disorder, continuing for more than one hundred and eighty (180) days (which need not be consecutive) in any twelve (12) month period which is certified as such by a qualified medical practitioner selected by the company.

- (b) The company shall be entitled to terminate your employment on the following grounds by delivering a written notice of termination to you:
- (i) If you fail, refuse or are unable to perform your duties or responsibilities or have been negligent, if there is a consistent lack of performance at your end, and/or you fail or refuse or are unable to meet the targets/goals prescribed for you by the company (in each instance, other than by reason of disability, incapacity or illness).
 - (ii) If you have committed any act or omission constituting misconduct.
 - (iii) If you have committed a breach or have violated any provision of this offer letter, NDA or the Company Policies, and have failed to remedy or cure such breach or violation on or before the expiry of the notice period set out in the termination notice from the company to you.
 - (iv) If you have been convicted by any court or authority for any crime punishable with fine and/or imprisonment, including misappropriation of funds or property of the company and/or its affiliates, theft or fraud.
 - (v) If you have committed any act or omission that has resulted or is likely to result in injury or reputational harm to the company and/or any of its affiliates.

Unless a separate review/disciplinary process is applicable as per applicable law, the company may refer any of occurrences referred to above to the internal review/disciplinary committee and the decision of such internal review/disciplinary committee shall be final and binding on you and the company.

If the decision confirms the relevant occurrence, then the notice period as per this Clause 11 shall commence from the date of such decision.

Any termination of employment, whether by you or the company shall be effective from the date immediately succeeding the expiry of the applicable notice period ("**Termination Date**").

Notwithstanding anything to the contrary, where you have committed a misconduct and the same is brought on record with proof at an enquiry held for the purpose by the internal review committee, you will not be entitled to the notice or salary in lieu of such notice. For the purposes of this Clause 11, 'misconduct' shall include breach or violation of the Company Policies.

11. On Separation

On termination of your employment in any manner whatsoever, you will immediately handover before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, any electronic gadgets including laptop, calculator, storage devices, etc., belonging to the company or relating to its business and shall not make or retain any copies of these items.

In case, you resign from your position at Fractal Analytics (company) within one (1) year of your Joining Date, you are required to return to the company, the total amount incurred for relocation assistance as well as the cost of initial accommodation (on actuals) incurred by the company for you as a part of the full and final settlement.

12. Submission of Certificates and Photographs

Please bring the following documents, while reporting for duty:

- (a) Copies of certificates in support of your age, qualification and experience including degree mark sheet along with originals for verification.
- (b) Relieving letter from previous employer's and pay slip or salary certificate.
- (c) Copies of Permanent Account Number (PAN), passport and driving license, if any.
- (d) 2 latest stamp size (3cmsX3cms) color photographs of yourself with light blue color background and 2 stamp size photographs of your spouse and children, as applicable.

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

Yours sincerely,

For Fractal Analytics Pvt. Limited



Rohini Singh

Chief People Officer

I accept the offer

Signature



Name : Natasha

APPENDIX – I: YEAR 1 COMPENSATION

Description	Monthly Pay	Annual Pay
	(INR)	(INR)
A) Monthly Component		
Basic	27,509	3,30,109
House Rent Allowance (HRA)	13,755	1,65,055
Leave Travel Allowance ₁	1,250	15,000
Meal Vouchers ₂	1,100	13,200
Company's Contribution to PF	1,800	21,600
Special Allowance	11,405	1,36,855
Fixed Compensation	56,818	6,81,818
Committed Pay		68,182
Cost to Company (CTC)		7,50,000

Your Benefits package includes

Benefits	Coverage
Medical Insurance ₄	5,00,000
Personal Accident Insurance	15,00,000
Term Life Insurance	15,00,000
Free Meals & unlimited Snacks ₅	10,000

1. Payable as reimbursements*
 2. The meal vouchers are issued within a week from the date of processing payroll for each month and form part of monthly pay-check.
 3. Committed Pay is a guaranteed pay payable at the end of first anniversary provided you are not serving notice and other terms & conditions apply.
 4. The Group Mediciam is a family floater policy that gives flexibility in the usage of the cover amount as the entire amount can be utilized by either an individual or any member/s of the family (self, spouse, children - up to two & dependent parents). Details of the insurance scheme will be provided to you on the joining of the company.
 5. Catered Meals are provided*
- * Subject to deductions as per the Income tax and other statutory deductions that may be applicable

For **Fractal Analytics Pvt. Ltd.**



Rohini Singh
Chief People Officer

Signature 

Name : Natasha

Date : 18 March, 2022

NON-DISCLOSURE AGREEMENT

This non-disclosure agreement ("Agreement") is made as of the 29 Sep 2022, between Fractal Analytics Private Limited ("Company/Fractal"), and Natasha ("Employee").

WHEREAS, the Employee is employed as a Imagineer with the Company, with effect from 16 Mar 2022 pursuant to the offer letter/employment agreement dated 16 Mar 2022 issued to/executed by] the Employee.

The Employee and the Company are desirous of recording additional terms of employment and have agreed to execute this Agreement, in supersession of the existing non-disclosure agreement, if any executed by the Employee with the Company. This Agreement is effective from the date of employment as per the offer letter/employment agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Confidentiality:

- a) **Proprietary Information.** The Employee acknowledges and understands that the Employee will have access to such Proprietary Information solely as a by product of the Employee's employment with the Company. The Employee shall not, in any manner whatsoever, represent and/or claim that he/she has any interest by way of ownership, assignment or otherwise in the Proprietary Information (as further defined below). The Employee agrees that, at all times during the Employee's employment with the Company, and thereafter, and without regard to when or for what reasons such employment terminates, the Employee shall not disclose any such Proprietary Information to any person outside the Company or utilize such Proprietary Information to compete against the Company unless such disclosure is (1) necessary for the Employee to perform the Employee's duties as an employee of (and only while employed by) the Company, (2) in response to a valid subpoena or order by a court or other governmental body, or (3) otherwise required by law or regulation. In the event that the Employee receives a subpoena or similar demand to disclose Proprietary Information, the Employee shall promptly notify the Company. For purposes of this Agreement, "Proprietary Information" shall include, without limitation: (i) the details of any current or prospective clients, or suppliers, (ii) any and all books, notes, memoranda, records, correspondence, documents, computer and other discs and tapes, data listings, codes, designs, drawings and other documents and materials relating to the business of the Company; (iv) any information or document pertaining to financial, marketing, technical or business information or trade secrets of the Company, including without limitation, concepts, techniques, know-how, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, business plans, strategies, customers and suppliers as well as software for business and professional use application programs, operating systems, internet websites or e-commerce solutions, books, discs, hardware and information for the microcomputer and internet marketplace used by the Employee in the course of his employment with the Company; and (v) any other non-public information gained in relation to the Company or its affiliates in the course of the Employee's employment with the Company/such affiliate. Proprietary Information shall not include information that is or becomes part of the public domain other than directly or indirectly, through the breach of this Agreement.
- b) **Property.** The Employee agrees that on request by the Company or on termination of the Employee's employment with the Company, the Employee will immediately deliver to the Company all tangible property that embodies or contains any Proprietary Information.
- c) **Non-disclosure to the Company.** The Employee represents and warrants that the Employee has not disclosed and will not disclose to the Company any trade secrets or other confidential or proprietary information that may not lawfully be so disclosed by the Employee, by virtue of the ownership of the same by another person or entity or otherwise.
- d) **Confidential Information of Third Parties.** The Employee acknowledges and understands that, in dealing with third parties with which the Company has business relations or potential business relations subject to the Company's agreement to maintain the confidentiality thereof. The

Employee shall not do any act or omission which results in the Company being in a breach or violation of the terms of such confidentiality provisions.

2. Work Made for Hire.

The Employee and the Company agree that the Employee may make inventions or create other Intellectual Property (as further defined below) solely in the course of the Employee's duties and agree that in this respect the Employee has a special responsibility to further the interests of the Company.

- a. **"Intellectual Property"** shall include, without limitation: all registered or unregistered patents, registered designs, trade marks and service marks, copyrights, design rights, database rights and similar proprietary rights and including (without limitation) all such rights in materials, works, prototypes, inventions, discoveries, techniques, computer programs, source codes, data, technical, commercial or confidential information, trading, business or brand names, goodwill or the style of presentation of the goods or services or any improvement of any of the foregoing and the right to apply for registration or protection of any of them and in existing applications for the protection of any of the above.
- b. Any invention, discoveries, improvement, design, process, information, copyright work, computer program, developments, improvements, copyrightable material, trade mark, trade name or get-up, work or other output made, created or discovered by the Employee in the course of his/her employment with the Company and during working hours, in conjunction with or in any way affecting or relating to the business of the Company, or capable of being used or adapted for use in or in connection with such business, together with all Intellectual Property subsisting therein, (the "Intellectual Property Rights") shall be disclosed immediately to the Company and shall, to the fullest extent permitted by applicable law, be deemed "work made for hire" and belong to and be the absolute property of the Company, and the Employee hereby assigns to the Company with full title guarantee and by way of present assignment of future rights, all such Intellectual Property capable of assignment by way of present assignment of future rights, which may fall within the definition of the Intellectual Property Rights absolutely for the full term of those rights. If in the course of Employee's employment at Fractal, Employee use in or incorporate into a Fractal product, program, process or machine, and invention owned by him/her or which Employee has an interest, Fractal is hereby granted and shall have an exclusive royalty-free, irrevocable, worldwide license to make, have made, use/ modify, alter and sell that invention without restriction as to the extent of Employee's ownership or interest. Employee hereby assigns exclusively to Fractal all his/her right, title and interest in and to any all Intellectual Property Rights that Employee solely or jointly may conceive, write, encode, develop, or reduce to practice during the period of Employee's employment at Fractal. Employee will make prompt and full disclosure to Fractal of any Intellectual Property Rights, and if for any reason the assignment pursuant to this clause is not effective, will hold all such Intellectual Property Rights in trust for the sole benefit of Fractal. Employee hereby waives and quits claim to Fractal, any and all claims of any nature whatsoever that Employee now or hereafter may have for infringement of any patent resulting from any patent applications for any Intellectual Property Rights so assigned to Fractal.
- c. If and whenever required so to do by the Company, the Employee shall at the expense of the Company and in furtherance of its obligations under (b) above: (i) apply with or join the Company in applying for Indian or foreign patent or copyright or any other protection or registration in India or the United States and/or in any other part of the world for any Intellectual Property Rights; and (ii) execute all instruments and do all things necessary for vesting all Intellectual Property Rights (including such patent or other protection or registration when so obtained) and all right, title and interest to and in them absolutely, with full title guarantee and as sole beneficial owner, in the Company.
- d. The Employee irrevocably and unconditionally waives all rights under any applicable law respecting copyright, in connection with the Employee's authorship of any existing or future copyright work in the course of his employment with the Company, in whatever part of the world such rights may be

enforceable and Employee hereby irrevocably designates and appoints Fractal and its duly authorized officers and agents as my agent and attorney in fact, to act for Employee and in his/her behalf and stead, to execute and file any prosecution and issuance of Indian and foreign patents and copyrights thereon with the same legal force and effect as if executed by Employee. Employee will testify at Fractal request and expense in any interference, litigation or other legal proceeding that may arise during or after his/her employment.

- e. The Employee irrevocably appoints the Company to be the Employee's attorney in the Employee's name and on the Employee's behalf to execute any such instrument or do any such thing and generally to use the Employee's name for the purpose of giving to the Company the full benefits of this Section. A certificate in writing in favor of any third party signed by any director or by the Secretary of the Company that any instrument or act falls within the authority conferred by this Agreement shall be conclusive evidence that such is the case.
- f. Attached hereto is a list describing all inventions belonging to the Employee and made by the Employee prior to his/her employment with the Company, if any, and which the Employee wishes to have excluded from this Agreement. If not such list is attached, the Employee represents that there are no such inventions. If in the course of his/her employment at the Company, the Employee uses in or incorporates into a Company's product, program, process or machine, and invention owned by the Employee or which the Employee has an interest, the Company is hereby granted and shall have an exclusive royalty-free, irrevocable, worldwide license to make, have made, use and sell that invention without restriction as to the extent of his/her ownership or interest.

3. Authorization to Collect Personal Information.

Employee further authorizes Fractal to collect Personal Information (as defined hereunder) about him/her as an employee of Fractal, in connection with employment with Fractal for lawful employment purposes. Personal Information for purposes of this Agreement means any information that relates to the Employee, which either directly or indirectly, in combination with other information available or likely to be available with Fractal, is capable of identifying Employee. By way of example, Personal Information may include passwords; financial information such as bank account or credit card or debit card or other payment instrument details; physical, physiological and mental health condition; sexual orientation; medical records and history; biometric information; any other details relating to this information as provided to Fractal for employment purposes from time to time or as and when required.

Employee understands that he/she has the right to request in writing, to review the complete record of his/her Personal Information.

Employee may request that inaccurate or incomplete Personal Information be corrected or amended. Fractal has the right to provide the Personal Information to any company, body corporate or a person located within India or outside that ensures the same level of data protection that is adhered to by Fractal, for lawful employment purposes. Employee also understands that he/she has the option of not providing any Personal Information to Fractal, or withdraw consent to the use of Personal Information by giving a written withdrawal request to Fractal. In the event of Employee not providing Personal Information or withdrawing his/her consent, Fractal has the right to revoke services offered or provided to the Employee.

Fractal has reasonably set in place appropriate safeguards and procedures to protect Personal Information of its employees. Employee understands that he/she may contact the concerned person from Human Resource/Capital department of Fractal or the concerned Grievance Officer of Fractal, if so appointed by Fractal, to register complaints, to submit access requests, or to address any other issues arising under this Agreement. Fractal will investigate and attempt to resolve any complaint or dispute regarding its use and disclosure of Personal Information in accordance with this Agreement, within thirty (30) days from the date of receipt of complaint or dispute.

"Personal information" means any information that relates to a natural person, which, either directly or indirectly, in combination with other information available or likely to be available with a body corporate, is capable of identifying such person.

4. Prior Employer Information.

Employee agrees that during Employee's employment at Fractal, he/she will not use improperly or disclose any confidential or Proprietary Information or trade secrets of my former or current employers, principals, partners, co-ventures, clients, customers or suppliers of the vendors or customers of such persons or entities or their vendor or customers and he/she will not bring onto the premises of Fractal, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. Employee will not violate any non-disclosure or proprietary rights agreement he/she might have signed in connection with any such person or entity.

5. Personal property.

Employee agrees that Fractal will not be responsible for loss, disappearance, or damage to personal property on Fractal premises, or if applicable, on residential premises subsidized by Fractal (including apartments or temporary housing). Employee hereby releases, discharges and holds Fractal harmless from any and all claims relating to loss of, disappearance, or damage to such personal property.

6. Assignment; Successors and Assigns. Neither the Company nor the Employee may make any assignment of this Agreement or any interest herein, by operation of law or otherwise, without the prior written consent of the other party.

7. Severability. If any portion or provision of this Agreement shall to any extent be declared illegal or unenforceable by a court or arbitrator of competent jurisdiction, then the remainder of this Agreement, or the application of such portion or provision in circumstances other than those as to which it is so declared illegal or unenforceable, shall not be affected thereby, and each portion and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. In the event that any portion or provision of this Agreement is determined by a court or arbitrator of competent jurisdiction to be unenforceable by reason of excessive scope as to geographic, temporal or functional coverage, such provision will be deemed to extend only over the maximum geographic, temporal and functional scope as to which it may be enforceable.

8. Survival. The provisions of Sections 1, 2, 3, 4, 5, 6, 10, 11, 13 and 14 of this Agreement shall survive the termination of this Agreement and/or the termination of the Employee's employment with the Company together with such provisions which expressly or by implication will survive termination of this Agreement.

9. Waiver. No waiver of any provision hereof shall be effective unless made in writing and signed by the waiving party. The failure of any party to require the performance of any term or obligation of this Agreement, or the waiver by any party of any breach of this Agreement, shall not prevent any subsequent enforcement of such term or obligation or be deemed a waiver of any subsequent breach.

10. Notices. Any notices, requests, demands and other communications provided for by this Agreement shall be sufficient if in writing and delivered in person or sent by a nationally recognized overnight courier service or by registered or certified mail, postage prepaid, return receipt requested, to the Employee at the last address the Employee has filed in writing with the Company or, in the case of the Company, at the Company's main offices, to the attention of the Board. Notices hereunder shall be effective on the date of delivery in person or by courier or three (3) days after the date mailed.

11. Governing Law and Jurisdiction. This Agreement shall be construed under and be governed in all respects by laws of India. The parties hereby consent to the exclusive jurisdiction of the courts of Mumbai.

12. Counterparts. This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be taken to be an original; but such counterparts shall together constitute one and the same document. If any provision of this Agreement shall be declared excessively broad, it shall be construed so as to afford Fractal the maximum protection permissible by law. If any provision of this Agreement is void or is so declared, such provision shall be severed from this Agreement, which

shall otherwise remain in full force and effect. This Agreement sets forth the entire agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party, the terms and conditions of this Agreement shall survive termination of Employee's employment.

13. **Equitable relief.** Employee acknowledges that any violation by him/her under this Agreement, and/or any obligation of like nature, will cause irreparable injury to Fractal, and Fractal shall be entitled to extraordinary relief in any court in India, including, but not limited to, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond or security.
14. **Attorney fees.** If court proceedings are required to enforce any provision of this Agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorney fees.

IN WITNESS WHEREOF, the parties have executed this Agreement effective on the date and year first above written.

For Fractal Analytics Private Limited

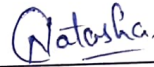
Employee Name : Natasha



Signature _____

Name : Rohini Singh

Title: Chief People Officer



Signature _____

Place : Najibabad

Date : 18 March, 2022



Walmart Global Tech- Offer Intent

Inbox



Rishabh Subr... 3 days ago



to me, Aishwarya ▾

Dear Astha,

Greetings from Walmart Global Tech!

We are happy to announce that you have been selected for full time Software Development Engineer position(IN2) with Walmart Global Tech India. This position will be either based out of Bangalore/Chennai confirmation of which will be communicated a month ahead of your start date along with your offer letter(anticipated June end/July).

Upon your acceptance of this offer intent, we will proceed with next steps of your pre-boarding and joining formalities.

Kindly confirm your acceptance of the offer intent latest by **Saturday 7th May 2022 noon** failing which the offer will lapse. We look forward to your positive

Hi,

Congratulations! **Adarsh kumar Nishad**

We thank you for taking the interview process with Nagarro Software and giving us an opportunity to work with you.

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the role of Trainee, Technology.

Your date of Joining would be 13th July, 2022.

Your total annual compensation would be Rs 4.5 LPA after the successful completion of the training period. The complete breakdown of the compensation will be provided to you in the offer letter.

On your joining the company, you will be required to undergo a mandatory training program for a few months. You will be paid a stipend of Rs 19000 at the time of training.

Your employment will be governed by the rules, regulations and policies of the company.

The enforcement of this Letter of Intent and the validity of the formal offer letter which would be issued to you, are subject to your having successfully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not less than as specified during our campus recruitment program.

Initially joining will be virtual.

We look forward to see you on board.

Warm regards,

Campus hiring team

Welcome to Spanidea Systems.

Congratulations on your offer with Spanidea Systems, the world's premier product engineering services, and Solutions Company. We deliver complex solutions to clients around the world, and always with pride, passion, and an eye towards perfection. Spanidea is committed to improving industrial and technical support to the community through technical expertise and knowledge of the engineering and information technology sector.

Spanidea: High Points & Unique Value Proposition

Spanidea is a premier Product Engineering Services & Solutions Company with decades of engineering experience from Product Strategy, Design to Development and Sustenance.

With the best engineering team, within a short period, Spanidea Systems received multiple awards for its products engineering solutions. A few of the awards are:

- ⇒ Best Startup in 2012
- ⇒ Best 30 Technologies upcoming companies
- ⇒ Red Herring 100 Asia
- ⇒ Qprize
- ⇒ Tech Sparks
- ⇒ Marico Innovation

- Spanidea is catering product engineering services to the world's top Product & Services companies.
- Spanidea is a Technology Solutions provider globally across 3 continents from USA, Europe & Asia.
- Unparalleled Product Strategy and Design expertise from inception to deployment.
- Senior executive engineering leadership with decades of experience.
- IPRs in cutting edge technologies like- WIFI/LTE/Telecom deployed by multiple customers.

Ankit Pandey

22 June 2022

To,

Ankit Pandey,

Bengaluru, Karnataka
India.

Dear Mr. Ankit,

Further to our meetings and discussions, we are extremely pleased to offer you the position of **Associate Software Engineer** with **SpanIdea Systems Pvt Ltd**. Your employment will commence on **1 July 2022**.

You will be paid an annual compensation of **Rs 13,20,000/- (Rupees Thirteen Lakh Twenty Thousand Only)**. The breakup of the compensation structure will be as per the salary sheet in **Annexure - A**.

Your offer of employment will be subject to the terms and conditions of employment and satisfactory reference, background, and medical check. This document will be an official appointment letter on acceptance.

We extend a very warm welcome to the SpanIdea Systems family and look forward to a long and mutually rewarding association.

Wishing you all the best.

For **SpanIdea Systems Pvt Ltd**.

Accepted *Ankit Pandey*

Name: **Ankit Pandey**

Date: *24 june 2022*

Annexure - A

(Compensation Structure)

Sr No	Component	Monthly	Annual
Salary			
1	Basic	33,000	396,000
2	HRA	13,200	158,400
3	Service Weightage	660	7,920
4	Statutory Bonus	1,400	16,800
5	Special Allowance	28,104	337,242
6	Project Allowance	22,000	264,000
Reimbursements			
7	Food Reimbursement	2,200	26,400
8	Telephone Reimbursement	1,500	18,000
9	LTA	3,300	39,600
Others			
10	Medicclaim Insurance	1,250	15,000
11	PF Employer's Contribution	1,800	21,600
12	Gratuity	1,587	19,038
	Total	110,000	1320,000

(1) Actual earnings/ payout is discretionary and will be decided by the Company based on performance.

(2) Project Incentive disbursement is subjected to full-time engagement on the billable projects as assigned.

(3) As per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952

(4) A comprehensive Group Insurance Plan has been taken towards Medical, Personal Accident, and Life Insurance programs. This is not a payable component to employees and the Premium amount specified is indicative.

(5) As per the Payment of Gratuity Act, 1972

(6) Subject to deduction of contributions, charges, and taxes as per the Laws of the Government of India (as applicable)

Ankit Pandey

Annexure - B

TERMS & CONDITIONS OF EMPLOYMENT

The terms and conditions of your employment with **SpanIdea Systems Pvt. Ltd** as at the date given below including those terms and conditions required to be given to you in writing by applicable laws in India. These terms and conditions are in addition to the letter of appointment and any applicable internal policy of the COMPANY and are the basis of your engagement with the COMPANY.

1. Assignment of Duties:

You are employed in accordance with the terms of the job description to be given to you on the Commencement Date. You are required to perform such duties for the COMPANY as may be designated by the COMPANY and which are reasonably consistent with your position, and to devote your whole working time and attention to your duties.

2. Date of Commencement of Employment:

Your employment will commence on the date as specified on page no: 2.

3. Remuneration:

Your gross annual salary will be as mentioned in the appointment letter and the compensation details are as provided on **Annexure-A** for the first year of your Employment. Your salary, subject to such deductions as are required by law and/or agreed between you and the COMPANY, is payable as per the structure shown in **Annexure-A** to this agreement. However, disbursement of the project incentive component shall be subjected to full-time engagement on the billable projects as assigned by the management.

4. Probation:

You would be under probation for a period of **six (6) months** from the date of your joining and Your performance would be closely monitored during the probation period such probation period may be shortened/extended depending on your performance and ability displayed during the probation period. During probation, if your performance is found to be satisfactory and you have been successful in the assignments given to you, your services may be confirmed. COMPANY may terminate your employment with immediate effect if any of the terms and conditions as specified herein or any of the policies of the COMPANY are violated by you during your probation period

5. Responsibilities:

You would render all reasonable duties and functions expected of you. During the tenure of your employment with the COMPANY, you will devote your full time and abilities to the performance of the assignments given to you and agree to comply with COMPANY's existing and future policies as may be amended and supplemented from time to time.

6. Working Hours:

You shall be present in the office during normal working hours or in shifts as may be communicated to you by your reporting manager. You may be required to come either early or stay late hours depending on the business needs and may have to work additional hours on request of COMPANY's clients. You shall provide details regarding utilization of your time by entering the same into COMPANY's timesheet on a daily basis. The normal working hours are between 9:00 AM. to 6:00 PM., Monday to Friday, with a 45-minute lunch break.

7. Medical Insurance:

SpanIdea provides comprehensive medical insurance benefits to the employee, spouse, and children of the employee. In addition to this, there is an attractive plan to cover the parents sponsored by the employee. Details of the benefits provided by this scheme are available on request. The COMPANY reserves the right to change or modify the scheme. Hospitalization insurance scheme subject to the rules of such scheme as laid out in the currently existing policy.

Ankit Pandey

8. Statutory Deductions

COMPANY will make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instance where COMPANY does not make such deductions, you agree to make such payments to the concerned authorities keeping the COMPANY informed.

9. Status Report

You will provide to the COMPANY from time to time, any reports that are deemed necessary, including but not limited to your work-related activities and accomplishments.

10. Holidays and Leave:

The COMPANY will declare a certain number of holidays for festivals and certain nationally important days, the guiding principles being the laws of the land and local practice. Leave entitlements will be as per COMPANY rules as would form part of the Employee Handbook or be separately notified.

11. Intellectual property Rights

You agree to disclose any invention, development, process, plan, design, specification(s), or other matter of work whatsoever created, developed, or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of the COMPANY. Any Intellectual Property Rights and the rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to the COMPANY in accordance with the applicable law. You shall assist the COMPANY in perfecting and protecting its Intellectual Property Rights.

12. Confidentiality

During your employment with the COMPANY, you shall work with utmost loyalty and efficiency. You are expected to maintain absolute secrecy with regard to the affairs of the COMPANY, during employment and thereafter. You shall not disclose to third parties any of the trade secrets, facts, software, literature, and other information owned by SpanIdea or its clients.

13. Restraints

Access to Information

Information is available on a "need to know" basis for specified groups. Access to this data is authorized through access privileges approved by the concerned manager.

Non-Compete

Your position with the COMPANY calls for full-time employment and you will devote yourself exclusively to the business of the COMPANY. You will not take up any other work for remuneration (part-time or otherwise) during your employment with the COMPANY, without written permission from the COMPANY. On leaving the services of the COMPANY, you shall not take up full-time/part-time employment with any of our customers and associates for a period of 1 year. You understand and agree that such restriction is reasonable and in the interest of the COMPANY's businesses.

Smoking

We owe and assure a smoke-free environment to our employees. Barring some designated areas, the entire office premises including conference rooms, lobbies, etc., are declared as "No-Smoking Zone".

Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed after the purpose is served and if such document/communication is not required for any repository purposes.

Ankit Pandey

14. Performance Review:

Your performance would be reviewed periodically as per COMPANY's policies and may advise for any enhancement in your gross salary and re-designate your position with the COMPANY. Such enhancement and re-designation would depend on your performance and your ability to accomplish the given assignments and your justification of your role in the COMPANY.

15. Statement of facts:

It must be specifically understood that this offer is made based on your proficiency in technical/professional skills you have declared to possess as per the application. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, COMPANY shall have the right to terminate your services forthwith and you shall be considered to have committed a breach of Terms and Conditions of your employment.

16. Retirement:

On attaining the age of 60 years, you are liable to be superannuated/ retired from the services of the COMPANY. The management may at its discretion, extend your service period.

17. Termination of Employment:

This agreement of employment may be terminated by 30 days on either side. Your employment with the Company may be terminated after giving a notice of 30 days (Basic+ HRA + Special Pay* + Project Allowance) in lieu thereof. You are bound to give 30 days before leaving the services of the Company. You will ensure that all your ongoing activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten the serving of the notice period against the payment of salary (Basic+ HRA + Special Pay* + Project Allowance) in lieu of such shortened notice period. The company shall reserve the right to execute an early relieving during the notice period based on the business nature and requirement. Notice Period has to be served in full and no leaves can be adjusted against the notice period. The COMPANY holds the right to withhold the full and final settlement as well as the relieving documents if the notice period policy is not adhered to.

Any relocation expenses paid will be taken back in the final settlement if the employee resigns within one year of joining. If any joining bonus is paid at the time of joining, it will be taken back if the employee resigns within one year of joining.

(* Special Pay includes all other salary components other than Basic & HRA)

18. General:

This Agreement is in replacement for all previous contracts of service or other arrangements relating to your employment by the COMPANY. In the event of one or more of the provisions of these Terms and Conditions being invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

19. Laws of Agreement:

This Agreement shall be governed by and construed in accordance with the Laws of India subject to the exclusive jurisdiction of the courts of Bangalore.

20. Arbitration:

Any dispute between the parties here shall be referred to arbitration to be held in accordance with the terms of the Arbitration and Conciliation Act, 1996. The arbitral tribunal shall consist of one (1) arbitrator jointly appointed by the COMPANY and You. The seat of arbitration shall be in Bangalore, India.

Ankit Pandey

21. Background Verification:

Background verification will be conducted at the time of induction and at any time during your tenure with SpanIdea. The offered candidate is expected to provide the relevant & honest data during joining for background verification any time during tenure with SpanIdea. If False data is found in background check failure then SpanIdea will terminate and will not provide any experience certificate. If found guilty the member will have to pay back the salary paid by SpanIdea Systems Pvt Ltd.

22. Transferability

Initially, you will be posted at our "Bengaluru" location, however, you may be transferred to provide your services to any of our existing/future establishments of SpanIdea or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfill the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's policy.

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association.

We wish you all the best in your career.

.....
Senior Manager - HR
SPANIDEA SYSTEMS PVT. LTD

Declaration

I confirm that I have read and understood the above terms and conditions of employment and am accepting the same. Also, I acknowledge that I have retained a copy of the Terms and Conditions supplied to me. I will be reporting for duty on or before the*1*.....day of.....*July*.....2022.

Signature:*Ankit Pandey*.....
Date:*24 june 2022*.....

December 30, 2021

To,
Jagrati Shakya
Vill. Purwa Dhanna, Post Banthara,
Bidhuna, PIN: 206243,
Auraiya,
Uttar Pradesh

Dear Jagrati,

Congratulations on successfully clearing our Graduate Engineering Trainee selection process. We, Metacube Software Private Limited, a Metacube Group Company, are pleased to offer you an appointment as **Trainee Software Engineer**.

The documents included in this offer and constituting the whole Employment Contract between you and Metacube Software Private Limited (Company), are as follows :

1. Offer of Employment
2. Terms of Employment
3. Employee Confidentiality and Intellectual Property Assignment Agreement
4. Training and Compulsory Service Agreement

In addition to the terms and conditions mentioned in documents 2 to 4 listed above, the following terms and conditions shall also apply:

Eligibility

This offer of employment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the professional degree that forms the basis of this appointment.

Joining

You shall join the Company on **February 1, 2022**. The Company may however change the joining date at its discretion.

Training/Probation period

The training/probation period will be for a period of 6 (six) months from the date of your joining. On expiry of your probation period, the Company shall confirm your appointment, subject to your satisfactory performance and availability of a suitable vacancy in any of Metacube Group Companies.

Compensation

1. You will be paid **Rs 10,000/- per month** for the training/probation period. .
2. On successful completion of training, your annual compensation will be revised to **Rs. 500854** effective from **August 01, 2022**. The details for the compensation are given as **Annexure 1 of Terms Of Employment**.

3. Your annual compensation will be revised to **Rs. 575854** effective from **August 01, 2023**. The details for the compensation are given as **Annexure 2 of Terms Of Employment**.

Compulsory Condition

Considering that the Company will be incurring substantial expenses on your training, it shall be compulsory for you to serve the Company for 24 (Twenty four) months from the date of successful completion of training/probation period. In case you leave the Company before completing the training/probation period or the post training compulsory service period, the Company shall be entitled to recover a sum of Rs. 2,00,000 (Rupees Two Lakhs only) from you as liquidated damages. To ensure this condition you shall also enter into a separate Training and Compulsory Service Period Agreement with the Company on non-judicial stamps of requisite value.

Assessment

During the training/probation period your performance would be assessed on a regular basis through classroom interaction, practical assignments, tests and other means. At the end of fourth and eighth month from your date of joining, if your cumulative performance is not found to be as per the desired standards, you may be disallowed to continue as an employee at the sole discretion of the Company without giving any notice.

Misconduct/Indiscipline

In case of any misconduct or act of indiscipline you may be disallowed to continue as an employee as per Company's 'Disciplinary Action Guidelines'.

We welcome you to the team and look forward to you having a long successful career with us.

Yours truly,

For Metacube Software Private Limited

Esha Chowdhary
Head Human Resources

By signing below, the Employee understands and acknowledges that the Company is offering the employment for a salary, and in consideration of this salary, the Employee hereby accepts the Offer of Employment. Both the Employee and Company hereby agree to abide by all conditions stated in the above listed and hereto attached documents, collectively referred to as the Employment Contract.

Employee:

Jagrati Shakya

Thoughtworks Technologies (India) Pvt. Ltd.	
Name	Sakshi Singh
Grade	Consultant - Graduate
Role	Developer

Compensation & Benefit Components	INR per annum
Basic	INR 360,000.00
Flexible Pay *	INR 540,000.00
Gross Compensation	INR 900,000.00
Other Allowance*	INR 21,600.00
Employer's contribution to Provident Fund	INR 21,600.00
Gratuity	INR 17,308.00
Fixed Compensation	INR 960,508.00
Approx. Value of Benefits*	INR 150,000.00
Cost to Company Compensation	INR 1,110,508.00

Taxable
Income

After 2
years
of service

*Thoughtworks Benefits	Description
In-patient Medical Policy premium	Sum Assured: INR 4 Lakhs for employee and dependents
Life Insurance Policy premium	Sum Assured: 3 times of CTC with a minimum of INR 30 Lakhs and a max of INR 1.5 Crores
GPA Insurance Policy premium	Sum Assured: 3 times of CTC with a minimum of INR 30 Lakhs and a max of INR 1.5 Crores
Meal Allowance	INR 30,000/- per annum towards food & nonalcoholic beverages through Sodexo Snacks, coffee/tea/soft drinks, etc. freely available as part of Pantry service
Gift Allowance	INR 5,000/- per annum through Sodexo
Communication Allowance	INR 36,000/- per annum on phone calls and home internet expenses through Sodexo
Learning & Development	Reimbursement of INR 18,000/- per annum for professional development
Health & Wellness	Reimbursement of INR 11,000/- per annum to support healthy living
Other Benefits not included in CTC. Assistance with Housing Security Deposit, Car or Cab pool, Employee Assistance Program	
Notes Basic constitutes 40% of Gross Comp and Flexible Pay constitutes 60% of Gross Comp * Flexible pay consists of Allowances such as HRA, LTA and Special Allowance * Other Allowance will be processed through payroll on monthly basis as taxable amount	

Benefits And Entitlements Package Summary

Benefits

A. Medical Insurance

All employees and their dependents are covered under an In-Patient Mediclaim Health Insurance policy with a cumulative sum assured of INR 4 Lakhs.

B. Life Insurance

All employees are covered under a Life Insurance policy with a sum assured of 3 Times of CTC, with a minimum of INR 30 Lakhs and a maximum of INR 1.5 Crores.

C. Group Personal Accident Insurance

In addition to Life Insurance, employees are also covered under Group Personal Accident Insurance policy with a sum assured of 3 Times of CTC, with a minimum of INR 30 Lakhs and a maximum of INR 1.5 Crores.

D. Meal Allowance

The Company will provide INR 30,000/- per annum for food and non-alcoholic beverages through Sodexo. Our 24x7 pantry service is stocked with snacks and tea/coffee machines.

E. Gift Allowance

The company will provide an amount of INR 5,000/- per annum as Gift Allowance through Sodexo.

F. Communication Allowance

The company will provide an amount of INR 36,000/- per annum as Communication Allowance to cover the expenses on phone calls and home internet through Sodexo.

G. Learning & Development

Company will reimburse up to INR 18,000/- per annum for professional development through Sodexo.

H. Health & Wellness

Company will reimburse upto INR 11,000/- per annum to support healthy living through Sodexo.

I. Others

The company will assist the employee in paying a Housing Security Deposit. The company also contributes towards carpooling or cab pooling. Company has tie ups with vendors for free Employee Assistance Program.

Entitlements

A. Company Contribution to the Provident Fund

Alongside the employee, the Company also contributes 12% towards Provident Fund for the basic salary of INR 15,000/- per month and for international worker (IW) PF will be contributed on Gross (excluding HRA).

B. Gratuity

Gratuity is payable to an employee on separation/retirement provided he/she has completed at least 2 years of continuous service with the company.

C. Time Off

Option for Time Off will be governed by the Thoughtworks India Leave Policy. As per the current policy, each employee is entitled to 18 days of annual leave and 6 days of casual leave every calendar year on pro-rata basis depending on date of joining. 10 holidays (8-public/mandatory and 2-optional) per year will also be provided. Need-based sick leaves are available for medical reasons.



APPOINTMENT LETTER

March 31, 2022

Dear Ajay Verma,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Ajay Verma, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Ajay Verma

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Ajay Verma 31/3/2022 9:33 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

24207164



APPOINTMENT LETTER

January 24, 2022

Dear Mohd Raza,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12** months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polycycleclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Mohd Raza, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Mohd Raza

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167

Total Cost to Company per annum**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Mohd Raza 24/1/2022 5:50 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

To

Paresh Chaturvedi

Date – 5th January 2022

Dear Paresh Chaturvedi,

Following our recent discussion, I am delighted to offer you the position of “**Trainee Consultant**” on a contractual basis with GUS Education (India) LLP on the following terms and conditions:

Contract Tenure: 11th January 2022 to 11th April 2022, for a period of 3 months

Remuneration: Rs. 20000/- (Twenty Thousand) Per Month subject to applicable statutory tax deductions.


Termination of Contract: Either party to the contract may terminate the contract at any time by giving 30 (Thirty) days prior notice in writing to that effect to the other. The contract can be terminated without any notice period in case of integrity and drop in performance on the part of the employee. Upon termination of your employment, you shall return all notes/memoranda and any copies thereof to GUS Education India that you may have obtained during your course of contract.

Confidentiality: You should not give anyone by word of mouth, writing, and facsimile or by another form, any particulars or details which you acquire during your contract or our working systems, technical know-how, security arrangements, administrative and or organizational matters whether confidential, secret or otherwise, either during your contract or after wards. You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Noncompetition Agreement at the commencement of the contract.

Intellectual Property: All right, title, and interest in “intellectual property” developed during the course of discussions between the parties or developed in the course of your work with the company shall belong to the company. Intellectual property means all inventions, concepts, designs, prototypes, samples, drawings, blueprints, method of doing business and/or other works conceived by and/or reduced to practice or writing by the company. You agree to assign to the company all right, title and interest in intellectual property developed in the course of work for the company. You all agree to promptly notify the company.

We take great rapture in welcoming you to our GUS Education India family and sincerely hope that your period of service with us will be long, pleasant and of required benefit. Hope you find the atmosphere would be challenging and invigorating to realize your potential.

Yours sincerely,



Shashi Jaligama
Managing Director



Prateek Upadhyay_034 <upadhyayprateek51@gmail.com>

You have a job offer for Digital Specialist Engineer role at Infosys

2 messages

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>
To: "upadhyayprateek51@gmail.com" <upadhyayprateek51@gmail.com>

Wed, Feb 16, 2022 at 5:49 PM



Dear Prateek Upadhyay,

Congratulations!

You have cleared the interview round to receive a job offer for the **Digital Specialist Engineer** role at Infosys.

Digital Specialist Engineer is a niche technical role that requires full-stack capabilities and skills like analytics, artificial intelligence, automation, big data, cloud, cybersecurity, data consulting, digital commerce, interaction, and marketing. Digital specialist engineers work across Infosys business units on special projects to develop integrated applications and bring agility in development with DevSecOps culture.

The compensation offered for this role is **INR 6.25 LPA**.

Please note:

- 1. This is a conditional job offer subject to your background verification.
- 2. You might have appeared in PPI (Pre Placement Interview) for a different role. The role offered to you is at par with the assessment of your skills from the interview.

Please feel free to write to us at talent.acquisition@infosys.com for any clarifications.

Best Regards,
Talent Acquisition
Infosys

Copyright © 2022 Infosys Limited

Prateek Upadhyay_034 <upadhyayprateek51@gmail.com>
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Wed, Feb 16, 2022 at 6:38 PM

I accept the offer.
[Quoted text hidden]

2 attachments



May 9, 2022

To,
Satyam Dixit
Brahmnagar (Badanpur),
Near NH2 Highway,
Auraiya - (206122),,
Uttar Pradesh

Dear Satyam,

Congratulations on successfully clearing our Graduate Engineering Trainee selection process. We, Metacube Software Private Limited, a Metacube Group Company, are pleased to offer you an appointment as **Trainee Software Engineer**.

The documents included in this offer and constituting the whole Employment Contract between you and Metacube Software Private Limited (Company), are as follows :

1. Offer of Employment
2. Terms of Employment
3. Employee Confidentiality and Intellectual Property Assignment Agreement
4. Training and Compulsory Service Agreement

In addition to the terms and conditions mentioned in documents 2 to 4 listed above, the following terms and conditions shall also apply:

Eligibility

This offer of employment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the professional degree that forms the basis of this appointment.

Joining Date

You shall join the Company on **June 1, 2022**. The Company may however change the joining date at its discretion.

Training/Probation period

The training/probation period will be for a period of 6 (six) months from the date of your joining. On expiry of your probation period, the Company shall confirm your appointment, subject to your satisfactory performance and availability of a suitable vacancy in any of Metacube Group Companies.

Compensation

1. Your annual compensation, during the first year will be **Rs. 534142**. The details for the compensation are given as **Annexure 1 of Terms Of Employment**.
2. Your annual compensation, during the second year will be **Rs. 608854**. The details for the compensation are given as **Annexure 2 of Terms Of Employment**.

Compulsory Condition

Considering that the Company will be incurring substantial expenses on your training, it shall be compulsory for you to serve the Company for 18 (Eighteen) months from the date of successful completion of training/probation period. In case you leave the Company before completing the training/probation period or the post training compulsory service period, the Company shall be entitled to recover a sum of Rs. 2,00,000 (Rupees Two Lakhs only) from you as liquidated damages. To ensure this condition you shall also enter into a separate Training and Compulsory Service Period Agreement with the Company on non-judicial stamps of requisite value.

Assessment

During the training/probation period your performance would be assessed on a regular basis through classroom interaction, practical assignments, tests and other means. At the end of third and sixth month from your date of joining, if your cumulative performance is not found to be as per the desired standards, you may be disallowed to continue as an employee at the sole discretion of the Company without giving any notice.

Misconduct/Indiscipline

In case of any misconduct or act of indiscipline you may be disallowed to continue as an employee as per Company's 'Disciplinary Action Guidelines'.

We welcome you to the team and look forward to you having a long successful career with us.

Yours truly,

For Metacube Software Private Limited

Esha Chowdhary
Head Human Resources

By signing below, the Employee understands and acknowledges that the Company is offering the employment for a salary, and in consideration of this salary, the Employee hereby accepts the Offer of Employment. Both the Employee and Company hereby agree to abide by all conditions stated in the above listed and hereto attached documents, collectively referred to as the Employment Contract.

Employee:

Satyam Dixit

TERMS OF EMPLOYMENT

I, **Satyam Dixit**, as a condition of my employment or continued employment with **Metacube Software Pvt. Ltd.** (Company) and receipt of the compensation now and hereafter paid by Company, agree to the following Terms of Employment:

1. Terms and Conditions

In accepting employment by Company, I have not relied and will not rely on any statements or representation, whether oral or in writing, by any officers, employees or agents of the Company concerning the terms and conditions of employment except those specifically stated in writing and signed by both me and an authorized officer of the Company.

2. Joining Formalities

I understand that this Terms of Employment will become effective from **June 1, 2022**, and I will need to submit the following documents on or before the Joining Date:

- Passport size photographs (5 Nos.)
- Permanent residence proof and address of my current residence.
- Relieving Letter from the previous employer (if applicable).
- Experience Certificate from the previous employer (if applicable).
- Last two months' salary slip from the previous employer (if applicable).
- Self-attested photocopies of academic certificates in X, XII, graduation and post-graduation (if applicable).
- Contact details of two references.

3. Background Check

I understand that the Company may on its own or through an external agency perform a background check on me and I have no objection to the same. The background check may involve obtaining feedback from the references provided by me.

If the background check reveals unfavourable results, I will be liable to disciplinary action, including termination of employment without notice and there will be no liability to the Company whatsoever.

4. Compensation and its Confidentiality

I understand that my compensation will be as outlined in Annexure 1.

I understand that my compensation is confidential information and I agree that I will maintain utmost confidentiality with regard to my compensation and benefits. I will not discuss my compensation and benefits with anyone, but with the supervisor I report to.

5. Workplace, Transferability and Assignment

I understand that my initial workplace will be: **SP-6, Phase IV, EPIP, Sitapura, Jaipur, India 302022.**

Metacube Group Companies

Metacube Software Private Limited, together with its subsidiaries, holding company/entity and

associate companies/entities, is hereinafter referred to as the Metacube Group. All the companies/entities belonging to the Metacube Group are referred to as the Metacube Group Companies.

Assignment

Company may in its sole discretion assign my Terms of Employment to any Metacube Group Company by written notice to me.

Transferability across locations

I understand that my services are transferable across locations and I may be transferred to any office of a Metacube Group Company, or may be required to work out of a client location, or any such offices as determined by the Company.

Policy Applicability

I understand that I shall comply with Company's policies, as applicable to me from time to time. In case my employment is assigned to another Metacube Group Company, or in case I am deputed to any Metacube Group Company or client site, or I am transferred to any office of Metacube Group Company or any such offices as determined by the Company; I will be governed by the policies of that Metacube Group Company and/or location.

Any refusal to take up the assignment or projects assigned to me for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action, including termination of my services with the Company and there will be no liability to the Company whatsoever.

6. Company's Belief and Work Culture

I will subscribe to Company's beliefs and work culture, and will put in my best efforts to strengthen them.

Professional Environment	The Company will lay stress on the development of professional environment of the highest standard within the organization and outside it.
Perfection	The Company will march relentlessly towards perfection in its products and services.
Customer Satisfaction	The Company will use customer satisfaction as the major yardstick for judging the effectiveness and performance of the products and services delivered by it.
Technological Leadership	The Company will continuously work towards gaining and retaining technological leadership. Knowledge will always be treated as one of the very important assets.
Contribution	The Company will keep the advancement of the society, state and country in its perspective when deciding its policy and course of action.
Team Work	The Company will work towards developing a team of motivated, sincere and professional members who will work as a cohesive and synchronized group towards the collective goals.

7. Adherence to rules and regulations

I will follow all the rules and regulations of the Company and comply with all the provisions of Metacube Group Employee Handbooks, policies, health and safety procedures, code of conduct or other such documents that are issued by the Company, from time to time. Such rules, regulations, handbooks, policies or provisions may be added, modified, suspended, or canceled by Company at any time without notice.

I fully understand that in case of any act of indiscipline, non-cooperation, disobedience, misconduct or working against Company's interests on my part, the Company reserves the right to discontinue my services with immediate effect. There will be no liability to the Company whatsoever in this case.

8. Conflicting Employment or Activity

I agree that, during the term of my employment with Company, I will not work for any employer other than the Company. I will neither engage in any occupation, consulting or other business activity, nor in any other activities that conflict with my obligations to Company without seeking prior approval from the Company.

9. Term and Notice Period

I agree that unless specifically stated in writing and signed by both me and an authorized officer of the Company, subject to controlling law, any employment granted to me is at will and for an indefinite term and that such employment may be terminated at any time by giving a 60 days' written notice either by me or by the Company for any or no reason whatsoever.

In case of insufficient notice from either side, the defaulting party would be liable to pay an amount equivalent to the Base Salary (as set out in Annexure), excluding the Company's contribution to the provident fund, for the insufficient notice period. However due to exigencies of business, the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

In case I leave the employment in less than one year from the Joining Date, I also agree to refund the following, if applicable- a) amount Company has paid as fee to the recruitment consultant, b) joining bonus and c) relocation expenses and the Company shall be entitled to set-off the same from any dues payable to me, if it so deems fit.

10. Employee's Inability To Contract For Employer

I agree that, I will not have the right to make any contracts or commitments for or on behalf of the Company without first obtaining express written consent from the Company.

11. Gift from third party :

I will not accept any money, gift, reward or compensation for personal gains from or otherwise place myself under pecuniary obligation to any person or client with whom I may be having official dealings.

12. Returning Company Property :

I agree that, at the time I leave the employment of Company, I will deliver to Company (and will not keep in possession, recreate or deliver to anyone else) Company's assets/property, or all confidential

information, source code, object code, hardware devices, equipment, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, books and any other documents or reproductions of any aforementioned items (*in whatever form*) developed by me (solely or jointly with others) pursuant to employment with Company or otherwise belonging to Company, its successors or assigns.

13. Equitable Relief:

I agree that it would be impossible or inadequate to measure and calculate Metacube Group Companies' damages from any breach of the covenants set forth in Employment Contract (defined hereinafter). Accordingly, I agree that upon breach of any terms or conditions of Employment Contract, Metacube Group Companies will have available, in addition to any other right or remedy available, the right to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach and/or to specific performance of any such terms or conditions of Employment Contract. I further agree that no bond or other surety shall be required in order to obtain such relief and I hereby consent to such jurisdiction and/or to any order of specific performance.

14. Indemnity :

I shall, at my own cost and expense, indemnify, defend or settle, and hold Metacube Group Companies, their directors, shareholders, officers, employees, consultants and customers free and harmless from and against any and all losses, liabilities, claims, actions, costs and expenses, including attorneys' fees and court costs, relating to, resulting from or in any way arising out of breach of terms and conditions under Employment Contract.

15. Data Privacy:

By executing this Terms of Employment, I permit the Company to use my personal information or sensitive personal data or information as provided or may be provided to the Company in connection with my employment and stored by the Company in electronic medium. Thus, in connection with my employment, the Company is entitled to collect, store, analyze and even share my personal information or sensitive personal data or information with Company's consultants, advisors or any third party to comply with the requirements of any applicable law or for any other lawful purposes.

For avoidance of doubt, I acknowledge that the Company shall not be responsible for authenticity of the information provided by me. I understand that I may choose to withdraw this consent by writing to the Company. However, my employment is contingent upon my continued consent to the Company's usage of my personal information or sensitive personal data or information as aforesaid.

I understand that all data/communication happening on Metacube Group Company computer resources is property of Metacube Group and the same can be accessed/reviewed by the concerned Metacube Group Company.

16. Non-Compete, Non-Solicitation and Non-Interference:

I shall not during the term of this Terms of Employment and for a period of three (3) years immediately following the termination of this Terms of Employment for any reason, anywhere in the world (i) directly or indirectly for my own account or as an employee of any third party or as a partner, officer, consultant, agent, proprietor, principal, corporate officer, or shareholder (other than shares regularly traded in a recognized market) of any third party, solicit Metacube Group Companies' business from any of its present or future customers (other than on behalf of Metacube Group Companies); (ii) or otherwise interfere with any business relationship of Metacube Group Companies.

I agree not to accept any offer of employment from any of the Metacube Group Companies' customer during the term of employment, and wherever that customer is located, for a period of twelve (12)

months after I cease to be employed by Metacube except with the Metacube's written permission.

I shall not during the term of this Terms of Employment and for a period of two (2) years immediately following the termination of this Terms of Employment for any reason, either directly or indirectly solicit, induce, recruit or encourage any of Metacube Group Companies' employees or consultants to leave their employment or consulting relationship, or take away such employees or consultants, either for myself or for any other person or entity.

17. General Provisions:

a) Entire Contract and Alteration:

The Employment Contract, i.e., 'Offer of Employment', this 'Terms of Employment', 'Employee Confidentiality and Intellectual Property Assignment Agreement' and 'Training and Compulsory Service Agreement', sets forth the entire agreement and understanding between the Company and me relating to the subject matter herein and merges all prior discussions between us. No modification or amendment to the Employment Contract, nor any waiver of any rights, will be effective unless in writing signed by the party to be charged.

Any subsequent change or changes in my duties, salary or compensation, workplace, etc. will not affect the validity or scope of the Employment Contract.

b) Governing Law and Jurisdiction:

The laws of India, will govern the Employment Contract, and I hereby expressly consent to the exclusive jurisdiction of the competent courts in the State of Rajasthan for any lawsuit arising from or relating to my employment.

c) Severability:

If one or more of the clauses in this Employment Contract are deemed unenforceable, then the remaining clauses will continue in full force and effect.

d) Successors and Assigns:

This Employment Contract will be binding upon my heirs, executors, administrators and other legal representatives and will be for the benefit of the Company, its successors, and its assigns.

e) Reasonableness of Restrictions:

I have carefully read and considered the provisions of Employment Contract and, having done so, agree that the restrictions set forth therein (including, but not limited to, the time period of restriction and the geographical areas of restriction) are fair and reasonable and are reasonably required for the protection of the interests of Metacube Group, its officers, directors, shareholders and employees.

f) Notices:

Any notice or communication to be given by me or the Company under the Employment Contract shall be in writing and shall be deemed to be duly served if delivered by prepaid registered post acknowledgment due or through a recognized courier service, by hand delivery, fax or by email to the following address:

To **Metacube Software Private Limited** at:

Kind Attn.: Head Human Resources

Address: SP-6, Phase IV, EPIP, Sitapura, Jaipur - 302022, India

Fax: 91-141-2771691

E-mail: hrd@metacube.com

To **Employee** at:

Satyam Dixit
Brahmnagar (Badanpur),
Near NH2 Highway,
Auraiya - (206122),
Uttar Pradesh
E-Mail: satyamdixit0043@gmail.com

Any notice given as provided by this Clause shall be deemed to be received by me or the Company to whom it is addressed when:

- in the case of any notice delivered by hand, when so delivered and acknowledged by the receiving party;
- if sent by pre-paid post acknowledgment due or through a recognized courier service, when received;
- if sent by fax or e-mail, in case fax or email is sent in business hours then immediately on delivery and if sent post 6 p.m., then on the next business day at 9 a.m. Provided the recipient of such fax or e-mail acknowledges receipt of the same immediately.

I or the Company may, from time to time, change its address or representative for receipt of notices provided for in Employment Contract by giving to the other party not less than ten (10) days prior written notice.

Metacube Software Private Limited:

Employee:

Esha Chowdhary
Head Human Resources

Satyam Dixit

Encl: as below

ANNEXURE 1
COMPENSATION BREAKUP - I

	Monthly	Annually
(A) Monthly Base Salary		
Basic Pay	15500	186000
House Rent Allowance	6200	74400
Transportation Allowance	3000	36000
Executive Allowance	6650	79800
Medical Allowance	1250	15000
Employer's contribution to PF	0	0
Total (A)	32600	391200
(B) Additional Monthly Allowances		
Project Hot Skill Allowance (PHSA)	4250	51000
Fast Track Allowance	4250	51000
Total (B)	8500	102000
(C) Total Monthly Salary (A+B)	41100	493200
(D) Fixed Annual Components		
Compulsory Service Period Bonus		25000
Total (D)		25000
(E) Fixed Annual Compensation (C+D)		518200
(F) Other Benefits		
Gratuity		8942
Term Insurance		1000
Group Personal Accident Insurance		300
Covid Compensation Insurance		700
Medical Insurance		5000
Total (F)		15942
Gross Annual Compensation (E+ F)		534142

Leave Encashment - In addition to the above Gross Annual Compensation, you are entitled to a leave encashment of upto Rs. 19560/- for the unavailed leaves in a calendar year as per leave encashment policy of the Company. Your Revised Gross Annual Compensation including potential leave encashment will be Rs. 553702/-.

A. Calculation of Components

1. **Gratuity:** As per statutory provisions stated under “The Payment of Gratuity Act, 1972”.
2. **Leave Encashment:** As per leave encashment policy of the Company. The maximum leave encashment amount has been calculated based on 18 days of unavailed leaves.
3. **Term Insurance:** Sum insured of Rs. 10 lakhs or such other sum, as per the terms and conditions of the group term insurance policy taken by the Company.
4. **Group Personal Accident Insurance (GPAI):** Sum insured of Rs 10 lakhs, as per the terms and conditions of the group personal accident insurance policy taken by the Company.
5. **Covid Compensation Insurance:** Sum insured of Rs. 10 lakhs, as per the terms and conditions of the group Covid compensation insurance policy taken by the Company.
6. **Medical Insurance:** Medical Insurance of up to Rs. 3 lakhs or such other sum, as per the terms and conditions of the group medical insurance policy taken by the Company.
7. The amounts mentioned for Term Insurance, GPA Insurance, Covid Compensation Insurance and Medical Insurance under Other Benefits (F) are based on estimated cost to Company and subject to variation.

B. Eligibility and Terms of Payment

1. **Eligibility:** I will become eligible for all Annual Components only on completion of the appraisal year applicable to me. If I leave the employment in the middle of my current appraisal year, then I agree that I will not be eligible for these Annual Components for that appraisal year.
2. **Compulsory Service Period Bonus :** This amount will be paid immediately upon completion of your appraisal year.
3. In case any Annual Component is paid to me in advance before completing my appraisal year, and I leave the employment before completion of that appraisal year, then I agree that such Annual Component paid to me in advance will get adjusted from my final payment.
4. **Income Tax:** I will bear Income Tax in respect of the above mentioned compensation package. Any payments made by the Company to me shall be subject to withholding tax, if any.

ANNEXURE 2

COMPENSATION BREAKUP - II

	Monthly	Annually
(A) Monthly Base Salary		
Basic Pay	15000	180000
House Rent Allowance	6000	72000
Transportation Allowance	3000	36000
Executive Allowance	7350	88200
Medical Allowance	1250	15000
Employer's contribution to PF	0	0
Total (A)	32600	391200
(B) Additional Monthly Allowances		
Project Hot Skill Allowance (PHSA)	4250	51000
Fast Track Allowance	4250	51000
Total (B)	8500	102000
(C) Total Monthly Salary (A+B)	41100	493200
(D) Fixed Annual Components		
Compulsory Service Period Bonus		100000
Total (D)		100000
(E) Fixed Annual Compensation (C+D)		593200
(F) Other Benefits		
Gratuity		8654
Term Insurance		1000
Group Personal Accident Insurance		300
Covid Compensation Insurance		700
Medical Insurance		5000
Total (F)		15654
Gross Annual Compensation (E+ F)		608854

Leave Encashment - In addition to the above Gross Annual Compensation, you are entitled to a leave encashment of upto Rs. 19560/- for the unavailed leaves in a calendar year as per leave encashment policy of the Company. Your Revised Gross Annual Compensation including potential leave encashment will be Rs. 628414/-.

A. Calculation of Components

1. **Provident Fund :** Employer and employee provident fund contribution shall be as per applicable law for the employees that are mandatorily covered by such law. For the employees that are not mandatorily covered by such law the employer and employee provident fund contribution is decided through mutual consent
2. **Gratuity:** As per statutory provisions stated under “The Payment of Gratuity Act, 1972”.
3. **Leave Encashment:** As per leave encashment policy of the Company. The maximum leave encashment amount has been calculated based on 18 days of unavailed leaves.
4. **Term Insurance:** Sum insured of Rs. 10 lakhs or such other sum, as per the terms and conditions of the group term insurance policy taken by the Company.
5. **Group Personal Accident Insurance (GPAI):** Sum insured of Rs 10 lakhs, as per the terms and conditions of the group personal accident insurance policy taken by the Company.
6. **Covid Compensation Insurance:** Sum insured of Rs. 10 lakhs, as per the terms and conditions of the group Covid compensation insurance policy taken by the Company.
7. **Medical Insurance:** Medical Insurance of up to Rs. 3 lakhs or such other sum, as per the terms and conditions of the group medical insurance policy taken by the Company.
8. The amounts mentioned for Term Insurance, GPA Insurance, Covid Compensation Insurance and Medical Insurance under Other Benefits (F) are based on estimated cost to Company and subject to variation.

B. Eligibility and Terms of Payment

1. **Eligibility:** I will become eligible for all Annual Components only on completion of the appraisal year applicable to me. If I leave the employment in the middle of my current appraisal year, then I agree that I will not be eligible for these Annual Components for that appraisal year.
2. **Compulsory Service Period Bonus :** This amount will be paid immediately upon completion of your appraisal year.
3. In case any Annual Component is paid to me in advance before completing my appraisal year, and I leave the employment before completion of that appraisal year, then I agree that such Annual Component paid to me in advance will get adjusted from my final payment.
4. **Income Tax:** I will bear Income Tax in respect of the above mentioned compensation package. Any payments made by the Company to me shall be subject to withholding tax, if any.

EMPLOYEE CONFIDENTIALITY AND INTELLECTUAL PROPERTY ASSIGNMENT AGREEMENT

THIS CONFIDENTIALITY AND INTELLECTUAL PROPERTY ASSIGNMENT AGREEMENT (hereinafter referred to as the ("**Agreement**") is made as of the **June 1, 2022** ("**Effective Date**"), by and between Metacube Software Pvt. Ltd. ("**Metacube**") SP-6, Phase IV, EPIP, Sitapura, Jaipur - 302022, India and **Satyam Dixit, Son of Akhilesh Kumar** resident of **Brahmnagar (Badanpur), Near NH2 Highway, Auraiya - (206122),, Uttar Pradesh** ("**Employee**"), where in the parties agree as follows:

1. Definitions and Interpretation

1.1 "Confidential Information" shall mean information concerning products or services, know-how, research and development, customers, trade secrets and other proprietary information of a) Metacube Group Companies and b) any of Metacube's customers ("**Customers**"), which is disclosed in oral, graphic, written, electronic or machine readable form, sample or any other form by Metacube Group Companies or by any Customer to Employee, whether or not the information is expressly stated to be confidential or marked as such.

Confidential Information of Metacube Group Companies and/or Customers shall include but is not limited to:

- Business strategy, plans and policies of Metacube Group Companies and/or Customers; including but not limited to those related to human resources, marketing, sales and finance.
- Internal information or data regarding the employees, customers, vendors, suppliers and other contractors of Metacube Group Companies and/or Customers;
- Research and development plans, particularly information relating to the development of software, hardware and processes by Metacube Group Companies and/or Customers;
- Financial data, in particular, concerning budgets, accounts, the fees and revenue calculations, sales figures, financial statements, and profit expectations of Metacube Group Companies and/or Customers;
- "Intellectual Property" as defined in 1.2 of Metacube Group Companies and/or Customers;
- Confidential and proprietary information given to Metacube Group Companies and/or Customers by a third party such as, but not limited to, software programs provided under a license, subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes;
- Any original information supplied by Metacube Group Companies and/or Customers which is not publicly available whether or not specifically designated as confidential.

Confidential Information does not include information that was

- Published or is otherwise readily available to the public other than by a breach of this Agreement;
- Rightfully received by Employee from a third party without restriction; or
- Known to Employee prior to its first receipt from Metacube Group Companies, as evidenced by written records provided by the Employee to the Metacube Group Companies; or
- Required to be disclosed by Employee or Metacube Group Company under law or order of any government authority or a court.

Provided the Employee provides prior written notice to the concerned Metacube Group Company before making such disclosure and request for confidential treatment of any information so disclosed.

1.2 "Intellectual Property" shall mean to include all patents, trademarks, logos, processes, business processes, domain names, works of authorship, mask works, designs, developments, utility models, copyrights whether registered or unregistered, including, but not limited to moral rights and any

similar rights in any country, whether negotiable or not and also includes any applications for any of the foregoing and the right to apply for them in any part of the world; and all ideas, concepts, inventions, creations, discoveries, programs, codes, software, algorithms, formulae, databases, trade secrets, research reports, technical reports, training content, training methodologies, service marks, trade dress, topography rights, rights subsisting now or in the future in any part of the world, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, and rights to claim priority from, such rights for their full term, know-how related to the Metacube Group Company's and/ or Customer's activities, improvements thereupon, additions to or any research efforts relating to any of the above, whether registrable or not and any correspondence or documents relating to any of the above.

1.3 "**Metacube Group Companies**" shall have the same meaning as ascribed to it in Terms of Employment.

2. Obligations

2.1 During the term of Agreement and thereafter, Employee shall ensure that Employee will not infringe or misappropriate any Intellectual Property of Metacube Group Companies, or any Customer, or any third party.

2.2 During the term of Agreement and thereafter, Employee agrees that Employee will not improperly use or disclose any confidential information or trade secrets of any former employer or other person or entity and that Employee will not bring onto the premises of the Metacube Group Companies any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.

2.3 Employee agrees during the term of this Agreement and thereafter that it will take all steps reasonably necessary to hold Confidential Information in trust and confidence, and will not use Confidential Information in any manner or for any purpose not expressly set forth in this Agreement, and will not disclose any such Confidential Information to any third party without first obtaining Metacube's express written consent on a case-by-case basis. Employee shall protect the Confidential Information from disclosure to a third-party using the same level of care it uses to protect its own confidential information, but in no event less than reasonable care.

2.4 Assignment of Intellectual Property. Employee agrees that Employee will promptly make full written disclosure to Metacube, and will hold in trust for the sole right and benefit of Metacube, and hereby assign to Metacube, or its designee, all his rights, titles and interests in and to any and all Intellectual Property, whether or not patentable or registrable under applicable laws, which Employee may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, within the scope of or during the term of Terms of Employment and this Agreement. Employee further acknowledges that all Intellectual Property made by Employee (solely or jointly with others) within the scope of or during the term of this Terms of Employment and this Agreement are "works made for hire".

Employee assigns all his rights, titles and interests in Intellectual Property in favour of Metacube throughout the world and in perpetuity. The Employee further agrees that Sections 19(4), 19(5) and 19(6) of the (Indian) Copyright Act, 1957 or any amendments thereto will not apply to this Agreement.

Employee shall not claim any rights (including Intellectual Property rights, royalty etc.) over the work done by Employee for Metacube Group Companies and/or any of the Customers of Metacube Group Companies and shall not make any claim in this regard and which shall always remain the property of Metacube throughout the world and in perpetuity.

Employee shall not without the Metacube's prior written consent, enter into any arrangement where any third party is commissioned or appointed (in his own capacity or as his agent) to assist Employee in any manner that may confer any rights, interest or title with respect to such Intellectual Property upon such third party. Notwithstanding the foregoing, Employee shall forthwith upon demand, secure the valid assignment or licenses from such third party upon terms acceptable to Metacube so that the said rights may vest legally and exclusively in Metacube or to any nominee or assignee of Metacube as

may be directed.

Employee agrees to assist Metacube, or its designee, at Metacube's expense, in every proper way to secure Metacube's rights in the Intellectual Property in any and all countries, including the disclosure to Metacube of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which Metacube shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to Metacube, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Intellectual Property.

If Metacube is unable because of Employee's mental or physical incapacity or for any other reason to secure his signature to apply for or to pursue any application for any Indian or foreign patents or copyright registrations covering Intellectual Property or original works of authorship assigned to Metacube as above, then Employee hereby irrevocably designates and appoints Metacube and its duly authorized officers and agents as his agent and attorney in fact, to act for and in his behalf and stead to execute and file any such applications and to do all other lawfully permitted acts with the same legal force and effect as if executed by Employee. Employee acknowledges that his remuneration includes compensation for the confirmation and the assignment to Metacube of all intellectual property rights with respect to such Intellectual Property.

Employee covenants and agrees that authorized signatories of Metacube Group Companies shall, as necessary, be Employee's legal representative to make any applications for design, copyright, patents or any other Intellectual Property for which Employee is the inventor or author, and shall be authorized to execute and submit any necessary oaths or statements on Employee's behalf for this purpose.

2.5 Maintenance of Records. Employee agrees to keep and maintain adequate and current written records of all Intellectual Property made by Employee (solely or jointly with others) during the term of Terms of Employment and this Agreement. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by Metacube. The records will be available to and remain the sole property of Metacube at all times and throughout the world.

3. Term

3.1 This Agreement shall continue to remain in force for the term of employment of the Employee with Metacube.

3.2 Notwithstanding the termination of this Agreement, the provisions of this Agreement, the nature of which should reasonably require the survival thereof, shall survive the termination of this Agreement.

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

Metacube Software Pvt. Ltd.:

Employee:

Esha Chowdhary
Head Human Resources

Satyam Dixit

December 30, 2021

To,
Surya Pratap Singh
Village-Bhamela ,,
Post- Jasoi,
Muzaffarnagar,
Uttar Pradesh

Dear Surya Pratap,

Congratulations on successfully clearing our Graduate Engineering Trainee selection process. We, Metacube Software Private Limited, a Metacube Group Company, are pleased to offer you an appointment as **Trainee Software Engineer**.

The documents included in this offer and constituting the whole Employment Contract between you and Metacube Software Private Limited (Company), are as follows :

1. Offer of Employment
2. Terms of Employment
3. Employee Confidentiality and Intellectual Property Assignment Agreement
4. Training and Compulsory Service Agreement

In addition to the terms and conditions mentioned in documents 2 to 4 listed above, the following terms and conditions shall also apply:

Eligibility

This offer of employment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the professional degree that forms the basis of this appointment.

Joining

You shall join the Company on **February 1, 2022**. The Company may however change the joining date at its discretion.

Training/Probation period

The training/probation period will be for a period of 6 (six) months from the date of your joining. On expiry of your probation period, the Company shall confirm your appointment, subject to your satisfactory performance and availability of a suitable vacancy in any of Metacube Group Companies.

Compensation

1. You will be paid **Rs 10,000/- per month** for the training/probation period. .
2. On successful completion of training, your annual compensation will be revised to **Rs. 500854** effective from **August 01, 2022**. The details for the compensation are given as **Annexure 1 of Terms Of Employment**.

3. Your annual compensation will be revised to **Rs. 575854** effective from **August 01, 2023**. The details for the compensation are given as **Annexure 2 of Terms Of Employment**.

Compulsory Condition

Considering that the Company will be incurring substantial expenses on your training, it shall be compulsory for you to serve the Company for 24 (Twenty four) months from the date of successful completion of training/probation period. In case you leave the Company before completing the training/probation period or the post training compulsory service period, the Company shall be entitled to recover a sum of Rs. 2,00,000 (Rupees Two Lakhs only) from you as liquidated damages. To ensure this condition you shall also enter into a separate Training and Compulsory Service Period Agreement with the Company on non-judicial stamps of requisite value.

Assessment

During the training/probation period your performance would be assessed on a regular basis through classroom interaction, practical assignments, tests and other means. At the end of fourth and eighth month from your date of joining, if your cumulative performance is not found to be as per the desired standards, you may be disallowed to continue as an employee at the sole discretion of the Company without giving any notice.

Misconduct/Indiscipline

In case of any misconduct or act of indiscipline you may be disallowed to continue as an employee as per Company's 'Disciplinary Action Guidelines'.

We welcome you to the team and look forward to you having a long successful career with us.

Yours truly,

For Metacube Software Private Limited

Esha Chowdhary
Head Human Resources

By signing below, the Employee understands and acknowledges that the Company is offering the employment for a salary, and in consideration of this salary, the Employee hereby accepts the Offer of Employment. Both the Employee and Company hereby agree to abide by all conditions stated in the above listed and hereto attached documents, collectively referred to as the Employment Contract.

Employee:

Surya Pratap Singh

TERMS OF EMPLOYMENT

I, **Surya Pratap Singh**, as a condition of my employment or continued employment with **Metacube Software Pvt. Ltd.** (Company) and receipt of the compensation now and hereafter paid by Company, agree to the following Terms of Employment:

1. Terms and Conditions

In accepting employment by Company, I have not relied and will not rely on any statements or representation, whether oral or in writing, by any officers, employees or agents of the Company concerning the terms and conditions of employment except those specifically stated in writing and signed by both me and an authorized officer of the Company.

2. Joining Formalities

I understand that this Terms of Employment will become effective from **February 1, 2022**, and I will need to submit the following documents on or before the Joining Date:

- Passport size photographs (5 Nos.)
- Permanent residence proof and address of my current residence.
- Relieving Letter from the previous employer (if applicable).
- Experience Certificate from the previous employer (if applicable).
- Last two months' salary slip from the previous employer (if applicable).
- Self-attested photocopies of academic certificates in X, XII, graduation and post-graduation (if applicable).
- Contact details of two references.

3. Background Check

I understand that the Company may on its own or through an external agency perform a background check on me and I have no objection to the same. The background check may involve obtaining feedback from the references provided by me.

If the background check reveals unfavourable results, I will be liable to disciplinary action, including termination of employment without notice and there will be no liability to the Company whatsoever.

4. Compensation and its Confidentiality

I understand that my compensation will be as outlined in Annexure 1.

I understand that my compensation is confidential information and I agree that I will maintain utmost confidentiality with regard to my compensation and benefits. I will not discuss my compensation and benefits with anyone, but with the supervisor I report to.

5. Workplace, Transferability and Assignment

I understand that my initial workplace will be: **SP-6, Phase IV, EPIP, Sitapura, Jaipur, India 302022.**

Metacube Group Companies

Metacube Software Private Limited, together with its subsidiaries, holding company/entity and

associate companies/entities, is hereinafter referred to as the Metacube Group. All the companies/entities belonging to the Metacube Group are referred to as the Metacube Group Companies.

Assignment

Company may in its sole discretion assign my Terms of Employment to any Metacube Group Company by written notice to me.

Transferability across locations

I understand that my services are transferable across locations and I may be transferred to any office of a Metacube Group Company, or may be required to work out of a client location, or any such offices as determined by the Company.

Policy Applicability

I understand that I shall comply with Company's policies, as applicable to me from time to time. In case my employment is assigned to another Metacube Group Company, or in case I am deputed to any Metacube Group Company or client site, or I am transferred to any office of Metacube Group Company or any such offices as determined by the Company; I will be governed by the policies of that Metacube Group Company and/or location.

Any refusal to take up the assignment or projects assigned to me for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action, including termination of my services with the Company and there will be no liability to the Company whatsoever.

6. Company's Belief and Work Culture

I will subscribe to Company's beliefs and work culture, and will put in my best efforts to strengthen them.

Professional Environment	The Company will lay stress on the development of professional environment of the highest standard within the organization and outside it.
Perfection	The Company will march relentlessly towards perfection in its products and services.
Customer Satisfaction	The Company will use customer satisfaction as the major yardstick for judging the effectiveness and performance of the products and services delivered by it.
Technological Leadership	The Company will continuously work towards gaining and retaining technological leadership. Knowledge will always be treated as one of the very important assets.
Contribution	The Company will keep the advancement of the society, state and country in its perspective when deciding its policy and course of action.
Team Work	The Company will work towards developing a team of motivated, sincere and professional members who will work as a cohesive and synchronized group towards the collective goals.

7. Adherence to rules and regulations

I will follow all the rules and regulations of the Company and comply with all the provisions of Metacube Group Employee Handbooks, policies, health and safety procedures, code of conduct or other such documents that are issued by the Company, from time to time. Such rules, regulations, handbooks, policies or provisions may be added, modified, suspended, or canceled by Company at any time without notice.

I fully understand that in case of any act of indiscipline, non-cooperation, disobedience, misconduct or working against Company's interests on my part, the Company reserves the right to discontinue my services with immediate effect. There will be no liability to the Company whatsoever in this case.

8. Conflicting Employment or Activity

I agree that, during the term of my employment with Company, I will not work for any employer other than the Company. I will neither engage in any occupation, consulting or other business activity, nor in any other activities that conflict with my obligations to Company without seeking prior approval from the Company.

9. Term and Notice Period

I agree that unless specifically stated in writing and signed by both me and an authorized officer of the Company, subject to controlling law, any employment granted to me is at will and for an indefinite term and that such employment may be terminated at any time by giving a 60 days' written notice either by me or by the Company for any or no reason whatsoever.

In case of insufficient notice from either side, the defaulting party would be liable to pay an amount equivalent to the Base Salary (as set out in Annexure 1), excluding the Company's contribution to the provident fund, for the insufficient notice period. However due to exigencies of business, the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

In case I leave the employment in less than one year from the Joining Date, I also agree to refund the following, if applicable- a) amount Company has paid as fee to the recruitment consultant, b) joining bonus and c) relocation expenses and the Company shall be entitled to set-off the same from any dues payable to me, if it so deems fit.

10. Employee's Inability To Contract For Employer

I agree that, I will not have the right to make any contracts or commitments for or on behalf of the Company without first obtaining express written consent from the Company.

11. Gift from third party :

I will not accept any money, gift, reward or compensation for personal gains from or otherwise place myself under pecuniary obligation to any person or client with whom I may be having official dealings.

12. Returning Company Property :

I agree that, at the time I leave the employment of Company, I will deliver to Company (and will not keep in possession, recreate or deliver to anyone else) Company's assets/property, or all confidential

information, source code, object code, hardware devices, equipment, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, books and any other documents or reproductions of any aforementioned items (*in whatever form*) developed by me (solely or jointly with others) pursuant to employment with Company or otherwise belonging to Company, its successors or assigns.

13. Equitable Relief:

I agree that it would be impossible or inadequate to measure and calculate Metacube Group Companies' damages from any breach of the covenants set forth in the Employment Contract (defined hereinafter). Accordingly, I agree that upon breach of any terms or conditions of Employment Contract, Metacube Group Companies will have available, in addition to any other right or remedy available, the right to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach and/or to specific performance of any such terms or conditions of Employment Contract. I further agree that no bond or other surety shall be required in order to obtain such relief and I hereby consent to such jurisdiction and/or to any order of specific performance.

14. Indemnity :

I shall, at my own cost and expense, indemnify, defend or settle, and hold Metacube Group Companies, their directors, shareholders, officers, employees, consultants and customers free and harmless from and against any and all losses, liabilities, claims, actions, costs and expenses, including attorneys' fees and court costs, relating to, resulting from or in any way arising out of breach of terms and conditions under Employment Contract.

15. Data Privacy:

By executing this Terms of Employment, I permit the Company to use my personal information or sensitive personal data or information as provided or may be provided to the Company in connection with my employment and stored by the Company in electronic medium. Thus, in connection with my employment, the Company is entitled to collect, store, analyze and even share my personal information or sensitive personal data or information with Company's consultants, advisors or any third party to comply with the requirements of any applicable law or for any other lawful purposes.

For avoidance of doubt, I acknowledge that the Company shall not be responsible for authenticity of the information provided by me. I understand that I may choose to withdraw this consent by writing to the Company. However, my employment is contingent upon my continued consent to the Company's usage of my personal information or sensitive personal data or information as aforesaid.

I understand that all data/communication happening on Metacube Group Company computer resources is property of Metacube Group and the same can be accessed/reviewed by the concerned Metacube Group Company.

16. Non-Compete, Non-Solicitation and Non-Interference:

I shall not during the term of this Terms of Employment and for a period of three (3) years immediately following the termination of this Terms of Employment for any reason, anywhere in the world (i) directly or indirectly for my own account or as an employee of any third party or as a partner, officer, consultant, agent, proprietor, principal, corporate officer, or shareholder (other than shares regularly traded in a recognized market) of any third party, solicit Metacube Group Companies' business from any of its present or future customers (other than on behalf of Metacube Group Companies); (ii) or otherwise interfere with any business relationship of Metacube Group Companies.

I agree not to accept any offer of employment from any of the Metacube Group Companies' customer during the term of employment, and wherever that customer is located, for a period of twelve (12)

months after I cease to be employed by Metacube except with the Metacube's written permission.

I shall not during the term of this Terms of Employment and for a period of two (2) years immediately following the termination of this Terms of Employment for any reason, either directly or indirectly solicit, induce, recruit or encourage any of Metacube Group Companies' employees or consultants to leave their employment or consulting relationship, or take away such employees or consultants, either for myself or for any other person or entity.

17. General Provisions:

a) Entire Contract and Alteration:

The Employment Contract, i.e., 'Offer of Employment', this 'Terms of Employment', 'Employee Confidentiality and Intellectual Property Assignment Agreement' and 'Training and Compulsory Service Agreement', sets forth the entire agreement and understanding between the Company and me relating to the subject matter herein and merges all prior discussions between us. No modification or amendment to the Employment Contract, nor any waiver of any rights, will be effective unless in writing signed by the party to be charged.

Any subsequent change or changes in my duties, salary or compensation, workplace, etc. will not affect the validity or scope of the Employment Contract.

b) Governing Law and Jurisdiction:

The laws of India, will govern the Employment Contract, and I hereby expressly consent to the exclusive jurisdiction of the competent courts in the State of Rajasthan for any lawsuit arising from or relating to my employment.

c) Severability:

If one or more of the clauses in this Employment Contract are deemed unenforceable, then the remaining clauses will continue in full force and effect.

d) Successors and Assigns:

This Employment Contract will be binding upon my heirs, executors, administrators and other legal representatives and will be for the benefit of the Company, its successors, and its assigns.

e) Reasonableness of Restrictions:

I have carefully read and considered the provisions of Employment Contract and, having done so, agree that the restrictions set forth therein (including, but not limited to, the time period of restriction and the geographical areas of restriction) are fair and reasonable and are reasonably required for the protection of the interests of Metacube Group, its officers, directors, shareholders and employees.

f) Notices:

Any notice or communication to be given by me or the Company under the Employment Contract shall be in writing and shall be deemed to be duly served if delivered by prepaid registered post acknowledgment due or through a recognized courier service, by hand delivery, fax or by email to the following address:

To **Metacube Software Private Limited** at:

Kind Attn.: Head Human Resources

Address: SP-6, Phase IV, EPIP, Sitapura, Jaipur - 302022, India

Fax: 91-141-2771691

E-mail: hrd@metacube.com

To **Employee** at:

Surya Pratap Singh
Village-Bhamela ,,
Post- Jasoi,
Muzaffarnagar
Uttar Pradesh
E-Mail: suryapratap101997@gmail.com

Any notice given as provided by this Clause shall be deemed to be received by me or the Company to whom it is addressed when:

- in the case of any notice delivered by hand, when so delivered and acknowledged by the receiving party;
- if sent by pre-paid post acknowledgment due or through a recognized courier service, when received;
- if sent by fax or e-mail, in case fax or email is sent in business hours then immediately on delivery and if send post 6 p.m., then on the next business day at 9 a.m. Provided the recipient of such fax or e-mail acknowledges receipt of the same immediately.

I or the Company may, from time to time, change its address or representative for receipt of notices provided for in Employment Contract by giving to the other party not less than ten (10) days prior written notice.

Metacube Software Private Limited:

Employee:

Esha Chowdhary
Head Human Resources

Surya Pratap Singh

Encl: as below

ANNEXURE 1

COMPENSATION BREAKUP - I

	Monthly	Annually
(A) Monthly Base Salary		
Basic Pay	15000	180000
House Rent Allowance	6000	72000
Transportation Allowance	3000	36000
Executive Allowance	7350	88200
Medical Allowance	1250	15000
Employer's contribution to PF	0	0
Total (A)	32600	391200
(B) Additional Monthly Allowances		
Project Hot Skill Allowance (PHSA)	4250	51000
Fast Track Allowance	1500	18000
Total (B)	5750	69000
(C) Total Monthly Salary (A+B)	38350	460200
(D) Fixed Annual Components		
Compulsory Service Period Bonus		25000
Total (D)		25000
(E) Fixed Annual Compensation (C+D)		485200
(F) Other Benefits		
Gratuity		8654
Term Insurance		1000
Group Personal Accident Insurance		300
Covid Compensation Insurance		700
Medical Insurance		5000
Total (F)		15654
Gross Annual Compensation (E+ F)		500854

Leave Encashment - In addition to the above Gross Annual Compensation, you are entitled to a leave encashment of upto Rs. 19560/- for the unavailed leaves in a calendar year as per leave encashment policy of the Company. Your Revised Gross Annual Compensation including potential leave encashment will be Rs. 520414/-.

A. Calculation of Components

1. **Provident Fund :** Employer and employee provident fund contribution shall be as per applicable law for the employees that are mandatorily covered by such law. For the employees that are not mandatorily covered by such law the employer and employee provident fund contribution is decided through mutual consent
2. **Gratuity:** As per statutory provisions stated under “The Payment of Gratuity Act, 1972”.
3. **Leave Encashment:** As per leave encashment policy of the Company. The maximum leave encashment amount has been calculated based on 18 days of unavailed leaves.
4. **Term Insurance:** Sum insured of Rs. 10 lakhs or such other sum, as per the terms and conditions of the group term insurance policy taken by the Company.
5. **Group Personal Accident Insurance (GPAI):** Sum insured of Rs 10 lakhs, as per the terms and conditions of the group personal accident insurance policy taken by the Company.
6. **Covid Compensation Insurance:** Sum insured of Rs. 10 lakhs, as per the terms and conditions of the group Covid compensation insurance policy taken by the Company.
7. **Medical Insurance:** Medical Insurance of up to Rs. 3 lakhs or such other sum, as per the terms and conditions of the group medical insurance policy taken by the Company.
8. The amounts mentioned for Term Insurance, GPA Insurance, Covid Compensation Insurance and Medical Insurance under Other Benefits (F) are based on estimated cost to Company and subject to variation.

B. Eligibility and Terms of Payment

1. **Eligibility:** I will become eligible for all Annual Components only on completion of the appraisal year applicable to me. If I leave the employment in the middle of my current appraisal year, then I agree that I will not be eligible for these Annual Components for that appraisal year.
2. **Compulsory Service Period Bonus :** This amount will be paid immediately upon completion of your appraisal year.
3. In case any Annual Component is paid to me in advance before completing my appraisal year, and I leave the employment before completion of that appraisal year, then I agree that such Annual Component paid to me in advance will get adjusted from my final payment.
4. **Income Tax:** I will bear Income Tax in respect of the above mentioned compensation package. Any payments made by the Company to me shall be subject to withholding tax, if any.

ANNEXURE 2

COMPENSATION BREAKUP - II

	Monthly	Annually
(A) Monthly Base Salary		
Basic Pay	15000	180000
House Rent Allowance	6000	72000
Transportation Allowance	3000	36000
Executive Allowance	7350	88200
Medical Allowance	1250	15000
Employer's contribution to PF	0	0
Total (A)	32600	391200
(B) Additional Monthly Allowances		
Project Hot Skill Allowance (PHSA)	4250	51000
Fast Track Allowance	1500	18000
Total (B)	5750	69000
(C) Total Monthly Salary (A+B)	38350	460200
(D) Fixed Annual Components		
Compulsory Service Period Bonus		100000
Total (D)		100000
(E) Fixed Annual Compensation (C+D)		560200
(F) Other Benefits		
Gratuity		8654
Term Insurance		1000
Group Personal Accident Insurance		300
Covid Compensation Insurance		700
Medical Insurance		5000
Total (F)		15654
Gross Annual Compensation (E+ F)		575854

Leave Encashment - In addition to the above Gross Annual Compensation, you are entitled to a leave encashment of upto Rs. 19560/- for the unavailed leaves in a calendar year as per leave encashment policy of the Company. Your Revised Gross Annual Compensation including potential leave encashment will be Rs. 595414/-.

A. Calculation of Components

1. **Provident Fund :** Employer and employee provident fund contribution shall be as per applicable law for the employees that are mandatorily covered by such law. For the employees that are not mandatorily covered by such law the employer and employee provident fund contribution is decided through mutual consent
2. **Gratuity:** As per statutory provisions stated under “The Payment of Gratuity Act, 1972”.
3. **Leave Encashment:** As per leave encashment policy of the Company. The maximum leave encashment amount has been calculated based on 18 days of unavailed leaves.
4. **Term Insurance:** Sum insured of Rs. 10 lakhs or such other sum, as per the terms and conditions of the group term insurance policy taken by the Company.
5. **Group Personal Accident Insurance (GPAD):** Sum insured of Rs 10 lakhs, as per the terms and conditions of the group personal accident insurance policy taken by the Company.
6. **Covid Compensation Insurance:** Sum insured of Rs. 10 lakhs, as per the terms and conditions of the group Covid compensation insurance policy taken by the Company.
7. **Medical Insurance:** Medical Insurance of up to Rs. 3 lakhs or such other sum, as per the terms and conditions of the group medical insurance policy taken by the Company.
8. The amounts mentioned for Term Insurance, GPA Insurance, Covid Compensation Insurance and Medical Insurance under Other Benefits (F) are based on estimated cost to Company and subject to variation.

B. Eligibility and Terms of Payment

1. **Eligibility:** I will become eligible for all Annual Components only on completion of the appraisal year applicable to me. If I leave the employment in the middle of my current appraisal year, then I agree that I will not be eligible for these Annual Components for that appraisal year.
2. **Compulsory Service Period Bonus :** This amount will be paid immediately upon completion of your appraisal year.
3. In case any Annual Component is paid to me in advance before completing my appraisal year, and I leave the employment before completion of that appraisal year, then I agree that such Annual Component paid to me in advance will get adjusted from my final payment.
4. **Income Tax:** I will bear Income Tax in respect of the above mentioned compensation package. Any payments made by the Company to me shall be subject to withholding tax, if any.

EMPLOYEE CONFIDENTIALITY AND INTELLECTUAL PROPERTY ASSIGNMENT AGREEMENT

THIS CONFIDENTIALITY AND INTELLECTUAL PROPERTY ASSIGNMENT AGREEMENT (hereinafter referred to as the ("**Agreement**") is made as of the **February 1, 2022** ("**Effective Date**"), by and between Metacube Software Pvt. Ltd. ("**Metacube**") SP-6, Phase IV, EPIP, Sitapura, Jaipur - 302022, India and **Surya Pratap Singh, Son of Hem Singh** resident of **Village-Bhamela ,, Post- Jasoi, Muzaffarnagar, Uttar Pradesh** ("**Employee**"), where in the parties agree as follows:

1. Definitions and Interpretation

1.1 "Confidential Information" shall mean information concerning products or services, know-how, research and development, customers, trade secrets and other proprietary information of a) Metacube Group Companies and b) any of Metacube's customers ("**Customers**"), which is disclosed in oral, graphic, written, electronic or machine readable form, sample or any other form by Metacube Group Companies or by any Customer to Employee, whether or not the information is expressly stated to be confidential or marked as such.

Confidential Information of Metacube Group Companies and/or Customers shall include but is not limited to:

- Business strategy, plans and policies of Metacube Group Companies and/or Customers; including but not limited to those related to human resources, marketing, sales and finance.
- Internal information or data regarding the employees, customers, vendors, suppliers and other contractors of Metacube Group Companies and/or Customers;
- Research and development plans, particularly information relating to the development of software, hardware and processes by Metacube Group Companies and/or Customers;
- Financial data, in particular, concerning budgets, accounts, the fees and revenue calculations, sales figures, financial statements, and profit expectations of Metacube Group Companies and/or Customers;
- "Intellectual Property" as defined in 1.2 of Metacube Group Companies and/or Customers;
- Confidential and proprietary information given to Metacube Group Companies and/or Customers by a third party such as, but not limited to, software programs provided under a license, subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes;
- Any original information supplied by Metacube Group Companies and/or Customers which is not publicly available whether or not specifically designated as confidential.

Confidential Information does not include information that was

- Published or is otherwise readily available to the public other than by a breach of this Agreement;
- Rightfully received by Employee from a third party without restriction; or
- Known to Employee prior to its first receipt from Metacube Group Companies, as evidenced by written records provided by the Employee to the Metacube Group Companies; or
- Required to be disclosed by Employee or Metacube Group Company under law or order of any government authority or a court.

Provided the Employee provides prior written notice to the concerned Metacube Group Company before making such disclosure and request for confidential treatment of any information so disclosed.

1.2 "Intellectual Property" shall mean to include all patents, trademarks, logos, processes, business processes, domain names, works of authorship, mask works, designs, developments, utility models, copyrights whether registered or unregistered, including, but not limited to moral rights and any

similar rights in any country, whether negotiable or not and also includes any applications for any of the foregoing and the right to apply for them in any part of the world; and all ideas, concepts, inventions, creations, discoveries, programs, codes, software, algorithms, formulae, databases, trade secrets, research reports, technical reports, training content, training methodologies, service marks, trade dress, topography rights, rights subsisting now or in the future in any part of the world, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, and rights to claim priority from, such rights for their full term, know-how related to the Metacube Group Company's and/ or Customer's activities, improvements thereupon, additions to or any research efforts relating to any of the above, whether registrable or not and any correspondence or documents relating to any of the above.

1.3 "**Metacube Group Companies**" shall have the same meaning as ascribed to it in Terms of Employment.

2. Obligations

2.1 During the term of Agreement and thereafter, Employee shall ensure that Employee will not infringe or misappropriate any Intellectual Property of Metacube Group Companies, or any Customer, or any third party.

2.2 During the term of Agreement and thereafter, Employee agrees that Employee will not improperly use or disclose any confidential information or trade secrets of any former employer or other person or entity and that Employee will not bring onto the premises of the Metacube Group Companies any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.

2.3 Employee agrees during the term of this Agreement and thereafter that it will take all steps reasonably necessary to hold Confidential Information in trust and confidence, and will not use Confidential Information in any manner or for any purpose not expressly set forth in this Agreement, and will not disclose any such Confidential Information to any third party without first obtaining Metacube's express written consent on a case-by-case basis. Employee shall protect the Confidential Information from disclosure to a third-party using the same level of care it uses to protect its own confidential information, but in no event less than reasonable care.

2.4 Assignment of Intellectual Property. Employee agrees that Employee will promptly make full written disclosure to Metacube, and will hold in trust for the sole right and benefit of Metacube, and hereby assign to Metacube, or its designee, all his rights, titles and interests in and to any and all Intellectual Property, whether or not patentable or registrable under applicable laws, which Employee may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, within the scope of or during the term of Terms of Employment and this Agreement. Employee further acknowledges that all Intellectual Property made by Employee (solely or jointly with others) within the scope of or during the term of this Terms of Employment and this Agreement are "works made for hire".

Employee assigns all his rights, titles and interests in Intellectual Property in favour of Metacube throughout the world and in perpetuity. The Employee further agrees that Sections 19(4), 19(5) and 19(6) of the (Indian) Copyright Act, 1957 or any amendments thereto will not apply to this Agreement.

Employee shall not claim any rights (including Intellectual Property rights, royalty etc.) over the work done by Employee for Metacube Group Companies and/or any of the Customers of Metacube Group Companies and shall not make any claim in this regard and which shall always remain the property of Metacube throughout the world and in perpetuity.

Employee shall not without the Metacube's prior written consent, enter into any arrangement where any third party is commissioned or appointed (in his own capacity or as his agent) to assist Employee in any manner that may confer any rights, interest or title with respect to such Intellectual Property upon such third party. Notwithstanding the foregoing, Employee shall forthwith upon demand, secure the valid assignment or licenses from such third party upon terms acceptable to Metacube so that the said rights may vest legally and exclusively in Metacube or to any nominee or assignee of Metacube as

may be directed.

Employee agrees to assist Metacube, or its designee, at Metacube's expense, in every proper way to secure Metacube's rights in the Intellectual Property in any and all countries, including the disclosure to Metacube of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which Metacube shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to Metacube, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Intellectual Property.

If Metacube is unable because of Employee's mental or physical incapacity or for any other reason to secure his signature to apply for or to pursue any application for any Indian or foreign patents or copyright registrations covering Intellectual Property or original works of authorship assigned to Metacube as above, then Employee hereby irrevocably designates and appoints Metacube and its duly authorized officers and agents as his agent and attorney in fact, to act for and in his behalf and stead to execute and file any such applications and to do all other lawfully permitted acts with the same legal force and effect as if executed by Employee. Employee acknowledges that his remuneration includes compensation for the confirmation and the assignment to Metacube of all intellectual property rights with respect to such Intellectual Property.

Employee covenants and agrees that authorized signatories of Metacube Group Companies shall, as necessary, be Employee's legal representative to make any applications for design, copyright, patents or any other Intellectual Property for which Employee is the inventor or author, and shall be authorized to execute and submit any necessary oaths or statements on Employee's behalf for this purpose.

2.5 Maintenance of Records. Employee agrees to keep and maintain adequate and current written records of all Intellectual Property made by Employee (solely or jointly with others) during the term of Terms of Employment and this Agreement. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by Metacube. The records will be available to and remain the sole property of Metacube at all times and throughout the world.

3. Term

3.1 This Agreement shall continue to remain in force for the term of employment of the Employee with Metacube.

3.2 Notwithstanding the termination of this Agreement, the provisions of this Agreement, the nature of which should reasonably require the survival thereof, shall survive the termination of this Agreement.

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

Metacube Software Pvt. Ltd.:

Employee:

Esha Chowdhary
Head Human Resources

Surya Pratap Singh



Offer: Computer Consultancy
Ref: TCSL/DT20218101801/Delhi
Date: 09/05/2022

Mr. Mayank Singh Sengar
K-22 Ratan Orbit Indira Nagar Indira Nagar,
Near Kahna Shyam Residency,
Kanpur Nagar-208026,
Uttar Pradesh.
Tel# 91-9792693395

Dear Mayank Singh Sengar,

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 of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in the **TCS Digital (TCS Digital)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

TCS Confidential
TCSL/DT20218101801

1



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 ₹15,000/- 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.

House Rent Allowance (HRA)

Your HRA will be ₹7,500/- 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

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.

Personal Allowance

You will be eligible for a monthly personal allowance of ₹17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

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 ₹4,300/-. 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 ₹3,100/- 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 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 ₹400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

RETENTION INCENTIVE

You are eligible for Retention Incentive of ₹70,000 payable to you on an annual basis. This component is in appreciation of continuity of service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.



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.

Loans

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

TCS Confidential

TCSL/DT20218101801

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

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

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



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.

Professional Memberships

You will be eligible for reimbursement of expense-s 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. Relevant Experience

As per the recommendation of our management review panel, out of your total experience, 0.0 years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCSL (while in service with current employer) till the date of relieving from your current employment will be added to your total and relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

2. 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.

3. 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.

4. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

5. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory.

6. 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.



7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. Work in SBWS mode

TCS' Secure Borderless Workspaces(SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such



flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

13. 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.

14. 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.

15. 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.

16. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above.

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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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 Sri Lankan 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,

TCS Confidential

9

TCSL/DT20218101801

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

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

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



- 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 photocopies of the below documents

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

22. 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.

23. 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.



24. 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.

25. 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.

26. 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



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

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



GROSS SALARY SHEET

Annexure 1

Name	Mayank Singh Sengar
Designation	Systems Engineer
Institute Name	Uiet, Csjm University, Kanpur

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Quarterly Variable Allowance*	3,100	37,200
3) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
4) City Allowance	400	4,800
TOTAL GROSS	51,844	7,00,022
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	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264



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. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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

3rd Jan 2022

Vaishnavi Pandey

Bangalore

OFFER LETTER

Dear Vaishnavi,

This has reference to your interest in taking up a full-time employment with ZopSmart (Raramuri Consultancy Services LLP)

We are pleased to offer you employment in the position of Software Engineer, with ZopSmart. You will be on internship for a period of 6 months from the date of your joining in 7th Feb 2022 with a stipend of **Rs. 30000** per month. And once the internship period is over, you will be converted to full time employee. You will be reporting to the Lead Engineer or any other person authorized by the company.

1. Position

1.1. You will be employed with the {Team Name} Team. In addition to your usual duties, you will also perform, observe and conform to such directions and instructions assigned or communicated to you by the Company. As a member of an organization that practices flexibility and continuous improvement in work processes and practices, the Company may from time to time change your duties and responsibilities at its sole discretion.

2. Location

2.1 You will be based at the Company's office at **Bangalore**.

2.2 The Company reserves the right to transfer you at any time to any other location in India or abroad, and/or to a branch office, subsidiary, affiliate company, department or establishment of the Company, whether in existence on the date of this letter or established or acquired later, provided that the terms and conditions of your employment set forth herein are not adversely affected by such transfer. The Company further reserves the right, subject to applicable laws, to transfer your employment to any other company or legal entity, as part of any transfer of relevant business of the Company or as part of any restructuring or amalgamation or reorganization plan implemented by the Company or by which the Company is bound

3. Compensation and Benefits

3.1. Your gross compensation shall be as set out in *Annexure A* annexed hereto and will be subject to all statutory deductions that the Company is required to make.

3.2 The Company intends to provide all the applicable statutory benefits and such other benefits that the Company may from time to time decide to provide including (a) Employee Provident Fund, (b) Employee State Insurance (ESI), (c) Pension. It is however clarified that such benefits and other benefits, if any, and entitlements that may be provided to you by the

Company are provided to you on a voluntary basis by the Company in accordance with applicable Company policy and hence are liable to be withdrawn or changed from time to time.

3.3 You will be reimbursed for out-of-pocket expenses directly incurred in connection with the performance of your duties and responsibilities on behalf of the Company, as per Company's Reimbursement Policy.

4. Leave

You will be entitled for paid leave as per company's Leave Policy.

5. Training and Certification

As part of your job responsibilities, you will be required to attend training sessions during your internship. You may also be required to clear certain certifications as required for your job roles. In case of resignation from the organization within 18 months of joining date, cost for the training (Rs 1,50,000) and any certification costs will be recoverable by the company.

6. Notice Period

Pursuant to resignation from the services of the Company, you will have to serve a notice period of **30 days** from the date of resignation. This clause shall not be applicable if you are terminated from the services of the Company. For termination of employment, please refer clause 7.

7. Termination of Employment

7.1 Upon confirmation of your services, either party may terminate employment with the Company at any time by giving notice period of a decided timeline at the time of confirmation in writing (or by paying equivalent Basic Salary in lieu thereof) and without assigning any reasons thereof. Notwithstanding the foregoing, if you (i) engage in misconduct related to the Company or your employment, including but not limited to any breach of the terms of this offer letter or (ii) are convicted for any criminal offence during the tenure of your service with the Company by a court of law, the Company may terminate your employment immediately, without any prior notice and without payment of any additional amounts. The termination will not affect the rights and remedies that the Company may have under any laws, rules and regulations for the time being in force.

7.2 The Company reserves the right to pay or recover the relevant amounts from you in lieu of notice. In the event you serve notice of termination, the Company may at its option, relieve you from the date as the Company may deem fit even before expiration of the notice period without incurring any obligations to pay any amounts for the unexpired notice period.

7.3 In the event you serve notice of termination and you are in the middle of an assignment, the Company may require you to complete all operative parts of the assignment, as determined by the Company, before agreeing to relieve you from the services, even if such completion extends beyond the notice period. In such a case, the Company will pay you the salary on the existing terms and conditions up to the date of relieving you from the Company.

7.4 You must maintain in confidence and will not disclose or use, either during or after the term of your employment, any proprietary or confidential information or know-how belonging to the Company (referred to herein as "Proprietary Information"), whether or not in written form, except to the extent required to perform your duties on behalf of the Company. Proprietary Information includes any information, not generally known in the relevant trade or

industry, which was obtained by you from the Company, or which was learned, discovered, developed, conceived, originated or prepared by you within the scope of your employment with the Company. Such Proprietary Information includes, but is not limited to, technical and business information relating to the Company's inventions or products, research and development, production processes, machines and equipment, finances, agreements, customers, clients, marketing, as well as production, marketing and future business plans, and any other information which is identified as confidential by the Company or is considered confidential from its nature. Upon termination of your employment or at the request of the Company before termination, you will deliver to the Company all written and tangible material in your possession incorporating the Proprietary Information or otherwise relating to the Company's business.

7.5. Third-Party Proprietary Information. You recognize that the Company has received and will receive confidential or proprietary information from third parties, subject to an obligation on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. Your obligations with respect to the Company's Proprietary Information shall also extend to confidential and/or proprietary information belonging to clients, customers and suppliers of the Company who may have disclosed such information to you as the result of your status as an employee of the Company. You will not use, reproduce, distribute, discuss, disseminate, or disclose such third-party information for the benefit of or to anyone other than the Company (or Company's other employees or representatives who need to know such information) or such third party, or in any manner inconsistent with the Company's agreement with such third party either during the term of your employment with the Company, or at any time thereafter.

7.6. Upon termination, you will immediately return to the Company any and all documents, manuals, data, records, confidential information, intellectual property, material, equipment and other property belonging to the Company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the Company, without making any copies thereof and/or extracts there from. You will also deliver to the Company immediately all notes, analysis, summaries and working papers relating thereto. The Company will settle your dues, if any, and issue a relieving letter to you only upon your compliance with the terms of this Clause 7.6.

7.7 Your services could be terminated without any notice or liability for the following indicative causes:

- (i) Engage in serious misconduct;
- (ii) commit a serious or persistent breach or non-observance of any condition of your employment;
- (iii) are convicted of an indictable offence;
- (iv) knowingly or repeatedly act in excess of your powers or in contravention of the instructions of the management or the board;
- (v) knowingly or repeatedly fail to perform your duties as set out herein;
- (vi) act with gross or repeated incompetence or negligence to the material detriment of the Company; and
- (vii) grossly or repeatedly contravene the provisions of the Non-Solicitation and Non-Competition Clause or the Confidentiality Clause hereof.

8. Obligations of Employee

8.1 You will abide by all Company's rules, regulations, policies and procedures framed by the Company from time to time and applicable to your position, which rules, regulations, policies and procedures shall be deemed to be a part of this offer letter as if they are specifically incorporated in this offer letter, Such rules, regulations may include without limitation matters of

attendance, conduct, behavior, discipline, working hours, leave, holidays and other applicable benefits. You will take steps to be aware of the

Company's rules, regulations, policies and procedures and ignorance of any of them shall not excuse any contravention of the terms of this offer letter.

8.2 During the period of your employment with the Company, you will exclusively serve the company.

8.3 You will not engage or become interested, directly or indirectly, without prior written consent of the Company in that behalf, with or without remuneration, in any trade, business, occupation, employment, service or calling whatsoever nor will undertake any activities which are or will be contrary to or conflict with interests of the Company and/or your duties and obligations hereunder; and Shall perform your duties and responsibilities with diligence and devotion and shall direct your best efforts to promote the interests of the Company and its operations and all the activities to the extent permitted by law.

8.4 During the term of your employment with the Company and thereafter, you shall not (a) solicit for a competitor of the Company or attempt to gain the business of the Company for a competitor of the Company, or for yourself or any other purpose or reason, any customer of the Company that you solicited or served or about which you learned confidential information during your employment with the Company, or (b) solicit or encourage, or cause others to solicit or encourage, any employees or consultants, or collaborators of the Company to terminate their employment or engagement with the Company.

8.5 This employment is offered to you upon the understanding and is conditional upon (i) the credentials; testimonials and particulars submitted by you with or in your application for employment being true, correct and accurate, and (ii) satisfactory verification of your background by the Company in a manner as it deems fit. If at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed or the result of the background investigation and verification of documents/information is not satisfactory in the sole opinion of the Company, then notwithstanding your acceptance of this offer letter, this offer will be considered ineffective and irregular and would be liable to be terminated by the Company forthwith without notice and without payment of any compensation, whatsoever. This termination will not affect the rights and remedies that the Company may have under any laws, rules and regulations for the time being in force.

8.6 **Works made for Hire.** You acknowledge and agree that the Company shall be the sole owner of all copyrights, trademarks, patents, patent rights, trade secret rights, and all other intellectual property or other rights that may be in connection with or which may have arisen during course of your employment and that which may be relevant to the subject matter of your employment by the Company. You further acknowledge and agree that any algorithms, designs, know-how, processes, techniques, computer and software programs, programming documentation, and other works of authorship, are "works made for hire" for purposes of the rights, title and interest that you may have with regard to such work. To the extent that your waiver is deemed unenforceable, you grant to the Company the exclusive, perpetual, irrevocable, worldwide and royalty-free right to use, market and modify the work created during the course of your employment without identifying or seeking your prior consent.

8.7. **Assignment of Rights.** You acknowledge and agree that all proprietary information and all copyrights, trademarks, patents, patent rights, trade secret rights, and other rights (including without limitation, intellectual property rights) ("**IP Rights**") anywhere in the world in connection therewith arising from, or created, produced or developed by you, either jointly with

others or alone at any time in the course of your employment and involvement with the Company, is and shall be the sole and exclusive property of the Company. You shall irrevocably and unconditionally assign to the Company and waive in favour of the Company any and all rights, title and interest you may have or acquire in such proprietary information. It is clarified that this Clause would be deemed to include all IP Rights in relation to the business of the Company created by you prior to the date of this Offer Letter.

9. Miscellaneous

9.1 This offer letter is governed by the laws of India. It is agreed that any disputes of whatsoever nature between you and the Company will be subject to the exclusive jurisdiction of the courts of Bangalore, India whether they be civil courts, labour courts, industrial tribunals, or any other courts or authority or whatsoever nature.

9.2 You will keep the Company informed of your latest postal address at all times and intimate in writing in case of change of address. Any communication sent to you by the Company on your last known address will be deemed to have been duly served notwithstanding the fact that you have changed your address.

9.3 Your offer and its continuation is subject to your being medically fit and the Company reserves its right to ask you to undergo medical examination, as and when deemed necessary, by a medical officer appointed by the Company. Further, in case of continued ill health, the Company will have the right to terminate your employment by giving 7 Days' notice in writing (or by paying equivalent Basic Salary in lieu thereof). For purposes of this Offer letter, "continued ill health" will include any illness which persists for a continuous period of more than [30] days and in the opinion of the Company adversely affects due discharge of your duties under this offer letter.

9.4 You shall retire from services of the Company on the last day of the month of your [58th] birthday.

9.5 You may note that any and all taxes including those taxes which arise from any payments, benefits, etc. received by you from the Company in the course of employment will be borne by you and the Company assumes no responsibility for your personal tax affairs or your liability of such payments and benefits. The Company may deduct or withhold any amounts prior to effecting any payments to you in terms of this offer letter, in accordance with any provisions of applicable law, rules or regulations as may be in force from time to time, in accordance with applicable law.

9.6 If any provision of this offer letter is invalid or prohibited under the applicable law, such invalidity will not affect the validity of other provisions contained herein. Any invalid or prohibited provision shall be replaced by a provision which reflects the original intention of the Company to the extent permissible by the applicable laws.

9.7 The terms of this offer letter are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness and amount to misconduct.

ACKNOWLEDGEMENT

If the terms and conditions of this Offer letter along with its attachments are acceptable to you, please confirm your acceptance to the Company within seven days from the date of this letter. Further, if the terms and conditions are acceptable, you shall join services of the Company no later than 7th Feb 2022, failing which, notwithstanding your acceptance of this offer letter, the Company's offer to you and this offer letter shall be deemed to be withdrawn and be of no effect and consequences.

We look forward to your high level of contribution to Raramuri Consultancy Services LLP.

Yours sincerely,

For ZopSmart

Rashmi Singh

Manager – Human Resources

I confirm that I have read, understood, and accepted the terms of this offer letter and its attachments.

Name: Vaishnavi Pandey

Location: Bangalore

Date: 7th Feb 2022

ANNEXURE A

Particulars	Monthly	Annual
Earnings		
Basic Salary	37,500	4,50,000
HRA	15,000	1,80,000
Conveyance Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
Mobile Reimbursement	2,000	24,000
Fitness Allowance	3,000	36,000
Special Allowance	14,650	1,75,800
Salary	75,000	9,00,000
Deductions		
Income Tax	Varies as per investment plan	
PF Employee Contribution	1,800	21,600
PF Employer Contribution	1,800	21,600
PT	200	2,400
Total Deduction	3,800	45,600
Net Salary	71,200	8,54,400
Annual Performance Bonus	1,00,000	
CTC	10,00,000	

Note: Performance bonus will be paid after completion of 12 months as a full time employee of the company based on achievement of assigned goal.

ANNEXURE B

You may claim for your relocation expenses. This expense includes travel expense which is economy class airfare (shortest and most direct route preferred) for yourself and accommodation as reimbursement on actual expenses. The maximum amount that company will reimburse for the above expenses is either Rs. 10,000/- or actuals, whichever is lower.

Repayment Clause: All expenses paid for relocation are recoverable by the company if you leave within 18 months of joining.

Yours Sincerely,

Rashmi Singh

Manager – Human Resources

Signature of Employee

Vaishnavi Pandey



APPOINTMENT LETTER

January 24, 2022

Dear Shashank Raman,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Shashank Raman, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Shashank Raman

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature [Shashank Raman 24/1/2022 10:13 PM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23075716

December 30, 2021

To,
Yateesh Chandra Chaturvedi
1/453 A, JNV Road,
Opp. Brahma Kumari Ashram, Pin:- 209601,
Farrukhabad,
Uttar Pradesh

Dear Yateesh,

Congratulations on successfully clearing our Graduate Engineering Trainee selection process. We, Metacube Software Private Limited, a Metacube Group Company, are pleased to offer you an appointment as **Trainee Software Engineer**.

The documents included in this offer and constituting the whole Employment Contract between you and Metacube Software Private Limited (Company), are as follows :

1. Offer of Employment
2. Terms of Employment
3. Employee Confidentiality and Intellectual Property Assignment Agreement
4. Training and Compulsory Service Agreement

In addition to the terms and conditions mentioned in documents 2 to 4 listed above, the following terms and conditions shall also apply:

Eligibility

This offer of employment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the professional degree that forms the basis of this appointment.

Joining

You shall join the Company on **February 1, 2022**. The Company may however change the joining date at its discretion.

Training/Probation period

The training/probation period will be for a period of 6 (six) months from the date of your joining. On expiry of your probation period, the Company shall confirm your appointment, subject to your satisfactory performance and availability of a suitable vacancy in any of Metacube Group Companies.

Compensation

1. You will be paid **Rs 10,000/- per month** for the training/probation period. .
2. On successful completion of training, your annual compensation will be revised to **Rs. 500854** effective from **August 01, 2022**. The details for the compensation are given as **Annexure 1 of Terms Of Employment**.

3. Your annual compensation will be revised to **Rs. 575854** effective from **August 01, 2023**. The details for the compensation are given as **Annexure 2 of Terms Of Employment**.

Compulsory Condition

Considering that the Company will be incurring substantial expenses on your training, it shall be compulsory for you to serve the Company for 24 (Twenty four) months from the date of successful completion of training/probation period. In case you leave the Company before completing the training/probation period or the post training compulsory service period, the Company shall be entitled to recover a sum of Rs. 2,00,000 (Rupees Two Lakhs only) from you as liquidated damages. To ensure this condition you shall also enter into a separate Training and Compulsory Service Period Agreement with the Company on non-judicial stamps of requisite value.

Assessment

During the training/probation period your performance would be assessed on a regular basis through classroom interaction, practical assignments, tests and other means. At the end of fourth and eighth month from your date of joining, if your cumulative performance is not found to be as per the desired standards, you may be disallowed to continue as an employee at the sole discretion of the Company without giving any notice.

Misconduct/Indiscipline

In case of any misconduct or act of indiscipline you may be disallowed to continue as an employee as per Company's 'Disciplinary Action Guidelines'.

We welcome you to the team and look forward to you having a long successful career with us.

Yours truly,

For Metacube Software Private Limited

Esha Chowdhary
Head Human Resources

By signing below, the Employee understands and acknowledges that the Company is offering the employment for a salary, and in consideration of this salary, the Employee hereby accepts the Offer of Employment. Both the Employee and Company hereby agree to abide by all conditions stated in the above listed and hereto attached documents, collectively referred to as the Employment Contract.

Employee:

Yateesh Chandra Chaturvedi



29th July 2022

Mr. Abhishek Dubey
Gorakhpur, UP

With Reference to your interview with us, we are pleased to offer you the post of "**Lab Analyst, Quality-GG7**" at Bawal location in our organization, subject to satisfactory medical examination and references, under a probation period of 6 months, on the terms and conditions as discussed and mutually agreed upon.

As indicated, please join us on or before **1st August 2022** failing which the offer shall automatically stand cancelled and withdrawn without any notice. You will be issued a detailed letter of appointment in due course, after you join with us.

You are further advised to bring the following documents in original at the time of your joining.

1. Your Credentials.
2. Your three passport size photographs.
3. Acceptance of resignation/relieving letter.
4. Full and final settlement

You are advised to return the duplicate of this letter duly signed in token of your acceptance.

Thanking you,

Sincerely,

For Johnson Matthey India Pvt. Ltd.

Abraham Joseph
Manager- Human Resource



AMAR PHARMACEUTICALS & LABS (INDIA) PVT. LTD.
Office: 107, B-2, DADA NAGAR, KANPUR-208022
E-mail-amarpharma107@gmail.com

Date: 20.06.2022

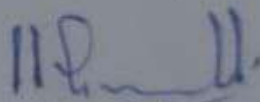
To,
Miss Pragati Sachan
Bamhanauti, Kanpur Dehat

Mam,

With reference to your application for Chemist trainee, we are glad to inform you that you are appointed from 21.06.2022 as trainee.

We will give you Rs.8000/- for training period.

For: Amar Pharmaceuticals & Labs (I) Pvt. Ltd.


(Bharat Bhushan Gulati)
Director



Immaculé Lifesciences (P) Ltd.-India

Works/Regd. Office:

Vill. Thanthewal, Ropar Road, Nalagarh, Dist. Solan, (H.P.)-174101 India

Tel : 01795-228601, 02, 03/ Fax: 01795-228600

CIN. : U74900HP2010PTC031676

Ref: IMM/OFF/HR/2022

13th Aug, 2022

Mr. Tejpratap Singh

House No. 208, Vill. Bhitari, PO Pipri, Tehsil Kalpi, Distt. Jalaun, 285130

Subject: Offer Letter for Employment

Dear **Mr. Tejpratap Singh**

Following our recent discussions, we are delighted to offer you the position "**Trainee Officer-Analytical Research & Development Department**" with our Organization.

If you join our Organization, you will become part of a fast-paced and dedicated team that works together to achieve highest level of growth for company as well for its personnel. As a member of our Organization, we would expect for your commitment to deliver outstanding quality and results that exceed normal standards. In addition, we expect your personal accountability in all the fields of your working in our Organization. In return, we are committed in providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential. We are confident you will find this new opportunity both challenging and rewarding.

Your salary shall be as per our mutual understanding including various perquisites etc. as per Policy of the Company. You are requested to send Offer letter acceptance along with your resignation acceptance in writing within 7 days of receipt of this communication. This offer letter is valid for 7 days from date of issuing lest we shall presume that you are not interested. After receiving below mentioned documents we can send confirmation letter for your joining.

You are required to join us as early as possible not later than **22nd August' 2022**. Kindly bring hardcopies of the documents mentioned below at the time of date of Joining.

- Educational Qualifications (Provisional or final certificates of all qualifications obtained from SSC to date)
- Proof of Date of Birth.
- Salary particulars of previous employment.
- Photocopy of PAN Card and Adhaar Card.
- Eight passport size photographs

As a part of the joining formalities, you will be required to undergo a pre-employment medical checkup from **Hardev Hospital, Baddi (H.P.)**. This offer for employment is subject to you being medically declared fit by the prescribed Doctor of the Company.

The detailed terms and conditions of your employment with the company shall be inscribed in your Appointment Letter which shall be binding upon you.

This letter is being issued to you in duplicate. You are requested to return one copy of this letter duly signed as a token of your acceptance.

Yours sincerely,

For Immacule Lifesciences Pvt. Ltd.

(Authorized Signatory)

Traineeship letter

May 17, 2022

Aastha Pandey
Address - Village- Atkhariya post- shuklapur
Sirsa Kachhar, Allahabad,
Uttar Pradesh- 212305

Dear Aastha,

Many Congratulations!

We are delighted to offer you the position of "Trainee" with PeopleStrong Technologies Private Limited (formerly known as "PeopleStrong HR Services Private Limited") ("PeopleStrong" or "the company").

Location: Gurgaon

Date of joining: June 13, 2022

Traineeship period: 02 Months

Your traineeship with us will be governed by the terms and conditions in Annexure (a).

As a token of your acceptance of our offer of traineeship with PeopleStrong, please sign in the space provided at the end of this letter and return a duplicate version of this letter immediately to us within two (2) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of this letter and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this letter.

We congratulate you on your appointment and look forward to having you onboard.

For PeopleStrong Technologies Private Limited (formerly known as "PeopleStrong HR Services Pvt. Ltd.")

Warm Regards,



Satyajit Menon
Chief Human Resource Officer

Vodafone job offer - apoorvanan x +

mail.google.com/mail/u/0/#search/_VOIS/FMfcgzGpFzwKnhwbbwVlsMQxnXGdxmph


Gmail VOIS

15 of 29

Vodafone Resourcing Team <correspondencevodafoneprP@productsdc12pm.successfactors.eu>
to me

Fri, May 20, 5:48 PM

----- Important: Please add your response above this line -----
For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.



Dear Apoorvanand,

We are very excited to be extending you an offer of employment for the position of Graduate Engineer Trainee - Pune. We feel your skills and knowledge are a very good fit for the job in addition to you being a good culture fit for Vodafone. The details of our offer are attached to this email.

We kindly ask you to provide additional information by login in here [View/Edit Application ...](#) to your personal area and submit the attached document populated with the relevant details.

We hope you will accept this job offer and look forward to welcoming you to Vodafone. Your reporting manager will be Shilpa Sallan.

Please contact me if you have any questions.

Kind regards,
Kashyap Pandya | saba.kazi@vodafone.com
Recruiter



HCL



Ishan Loyal

52116131

Blood Group: B +ve

Mr. Vishal Bind
Kewatahiyaramnagar
Prayagaraj
Prayagaraj-212303
India

Ph: +91-8707755203

Dear Vishal,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.07.02 17:03:31 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

NBBL/2022-23/HR/0434

31st May 2022

Dear Varija,

Offer to join NBBL

Congratulations & Welcome to NPCI Bharat BillPay Family!!

You have made a favourable impression on us during the interview process & basis the credentials you have presented to us; we are pleased to offer you the position of **Graduate Engineer Trainee in Band A Level 1**. We expect you to join the services of the Company on **7/25/2022**. This offer is subject to following terms and conditions.

1. You will receive a Total Compensation (CTC) of **Rs 5.52 Lacs p.a. (Five lakhs Fifty-Two Thousand Eight Hundred and Thirty Rupees)**. *Pay structure comprising of the CTC components is mentioned in Annexure I*. This will be disbursed as per prevailing Income Tax rules.
2. As part of the higher education program **Learn While You Work @ NPCI**, you would be enrolled into the prestigious IIIT Hyderabad Post Graduation (PG) course worth INR 2 lacs in Artificial Intelligence / Machine Learning or Blockchain for a period of 12 months. 75% of the overall course fee would be borne by NBBL and balance 25% of the overall course fee shall have to be borne by you (which shall be deducted from your salary in 24 equated instalments). You will also have to enter into a service bond for a period of 2 years for INR Two (02) lacs.
3. Your base location will be **Chennai**. However, your services are transferrable to any location within India as per business requirement.
4. Post successful completion of CIBIL score check, Medical test & Background Verification and your joining the service with NBBL, you will receive your appointment letter containing the terms and conditions of service with NBBL.
5. Kindly sign this **Offer Letter and send back a scanned copy to us** as a confirmation of you having received, understood, and accepted the offer, within 5 days of the offer issue date. If you fail to do so, it shall be construed that you are not interested in this offer and we shall be at liberty to withdraw the offer. You should bring the following documents on the date of your joining (**One set of photocopies**).



NPCI Bharat BillPay Limited

(A wholly owned subsidiary of NPCI)

Registered Office: 1001 A, The Capital, B Wing, 10th Floor,
Bandra Kurla Complex, Bandra (E), Mumbai 400 051
T: +91 22 40009100 F: +91 22 40009101
Email id: bbps@npci.org.in
Website: www.bharatbillpay.com
CIN: U67190MH2020PLC351595

- a) Attested photocopies along with originals of all educational certificates of SSC, HSC & Graduation.
 - b) Proof of Date of Birth (Birth certificate / SSC mark sheet) in original and photocopy
 - c) Photocopies along with originals of all previous experience certificates.
 - d) Photocopy, along with original of Relieving letter from your current organization.
 - e) Photocopy, along with original of PAN card
 - f) Photocopy, along with original of Driving License/Passport (Not Mandatory)
 - g) Photocopy, along with original of Aadhaar Card
 - h) 3 Passport size photographs (Dressed in formals with white background)
6. In case any discrepancy is found in the documents submitted by you, the Employment Application Form, Medical test Report and/or in your Background Verification conducted by us (this includes presence of a low CIBIL score), in relation to the offer, the same shall be viewed seriously and may result in withdrawal of this offer, or cancellation of the employment contract, without any notice or pay in lieu thereof.
7. In case you decide to resign from the services of NBBL, you must mandatorily serve three (03) months' Notice Period. However, at the sole discretion of the company you may be relieved early on payment of salary in lieu of notice period.

We look forward to you accepting this offer and be part of NBBL family. We wish you a long and meaningful career with us!

Yours sincerely,

Signature Not Verified

Digitally signed by CHATURVEDI NISHITH
Date: 2022.05.31 19:17:30 +05:30

Nishith Chaturvedi
Chief HR & Admin
Encl: a/a

Varija Shukla
Allahabad, Uttar Pradesh

This offer is received; terms and conditions are accepted.

[Signature of the candidate]

[Date]



NPCI Bharat BillPay Limited

(A wholly owned subsidiary of NPCI)

Registered Office: 1001 A, The Capital, B Wing, 10th Floor,
Bandra Kurla Complex, Bandra (E), Mumbai 400 051
T: +91 22 40009100 F: +91 22 40009101
Email id: bbps@npci.org.in
Website: www.bharatbillpay.com
CIN: U67190MH2020PLC351595

Annexure I

Name:	Varija Shukla		
Functional Title:	Graduate Engineer Trainee in Band A Level 1	Location:	Chennai

Sr No	Compensation Component	Per Month	Per Annum
1	Salary & Allowances		
1.1	Basic Pay @ 40% of fixed CTC	16,667.00	2,00,000
1.2	House Rent Allowance @ 50% of Basic Pay	8,333.00	1,00,000
1.3	Professional Pursuit Allowance	5,000.00	60,000
1.4	Leave Travel Allowance	2,083.00	25,000
1.5	Other Allowance	7,583.00	91,000
	Total Salary & Allowances (A)	39,666.00	4,76,000
2	Other Benefits		
2.1	Provident fund - 12% on Basic (Employer contribution)	2,000.00	24,000
	Total Other Benefit (B)	2,000.00	24,000
	Fixed CTC (C) = (A + B)	41,666.00	5,00,000
3	Annualised Benefits		
3.1	Group Personal Accident Insurance*		224
3.2	Group Mediclaim policy ** (Single/Married)		7,340
3.3	Group Term Life Insurance***		3,750
3.4	Mobile Reimbursement		9,600
3.5	Residence Phone Reimbursement		9,600
3.6	Broad Band Reimbursement		7,200
3.7	Gratuity, as per The Payment of Gratuity Act, 1972		9,616
3.8	Annual Executive Health check-up		5,500
	Total Annualised Benefits (D)		52,830
	Total Compensation (C + D)		5,52,830

Beyond your Total Compensation you are also eligible for PRIP where the maximum earning potential at Rating 4 in Appraisal will be 1,40,000 ****

* Group Personal Accident Insurance sum insured is Rs.10,00,000/- for self.

** Group Mediclaim policy covers Hospitalization medical for a sum insured of Rs. 2,00,000/- with a family floater (Self, spouse & up to 2 dependent children only)

*** Group Term Life Insurance - Coverage is maximum of Five times Fixed CTC.

**** PRIP amount will vary based on the Appraisal Rating.

NPCI Bharat BillPay Limited

(A wholly owned subsidiary of NPCI)

Registered Office: 1001 A, The Capital, B Wing, 10th Floor,
Bandra Kurla Complex, Bandra (E), Mumbai 400 051

T: +91 22 40009100 F: +91 22 40009101

Email id: bbps@npci.org.in

Website: www.bharatbillpay.com

CIN: U67190MH2020PLC351595



APPOINTMENT LETTER

26-06-2022

Ishita Sen Gupta

Dear Ishita,

We take pleasure in inviting you to join **Gradestack Learning Pvt. Ltd.** ("Company" which expression shall include its successors and assigns) as **Associate** at **A - L1** level.

Your appointment with the Company will be subject to your acceptance of this Appointment Letter and the terms and conditions set forth hereinbelow and otherwise incorporated herein by way of reference ("**Appointment Letter**" or "**Agreement**"). Please provide your acceptance by returning a signed copy of this letter.

Your acceptance of this Appointment Letter will form an employment contract that is valid and binding agreement of employment between Company and you, and you will be bound by the terms and conditions stipulated and referred herein below.

1. **Date of Commencement - 24-02-2022**

The terms and conditions set forth herein will become effective as of the Joining Date, and will supersede and replace any prior agreement, arrangement, negotiation or communication, written or oral, between the Company and you.

2. **Probation/ Confirmation:**

You will be on probation for a period of three months from Joining Date where after, post completion of three months your services with the organization stands confirmed unless otherwise notified in writing through the HR team. The Company reserves the right to reduce or extend this probationary period if it so desires. Until such communication is issued, you will be deemed to be on probation. Company reserves the right to terminate your services during the probation period without assigning any reason with a prior written notice of fifteen days, or immediately by paying fifteen days' basic salary in lieu of such notice period. You may also terminate the services under this Agreement by giving a fifteen days' prior notice to Company in writing.

3. **Place of Work and Training:**

Your initial place of work will be **Noida**. However, the Company has the right to transfer you from one location to another or from one function to another of the Company or to its affiliates/ group companies. The decision of the Company in this regard will be final and binding. Further, you may be required to attend any trainings at any place(s) as directed by the Company.



MODERN SCHOOL

Affiliated to the Council for the Indian School Certificate Examinations, New Delhi

Ref. MS/JHS/178

Date. 01/04/2022

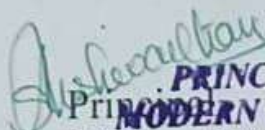
Dear Mr. Mayuresh Kiran Tiwari, Congratulations!

This is to notify you for your appointment as an English Teacher from 1 July (01/07/2022). We welcome you on behalf of our school, teachers, and management as the faculty of MODERN SCHOOL JHANSI (Modern Group of Institutions Jhansi/Lalitpur).

Please report to your Principal Mrs. Anshita Vishwanathan on 1st July with your original educational certificates. You are also requested to fill the enclosed employment biodata form required for this job, and submit it to the Office.

Your probation period is for three months starting from 1st July (01/04/2022). After your probation, you will be able to get all the benefits of permanent faculty members. We wish you best of luck.

Yours Sincerely


PRINCIPAL
Principal
MODERN SCHOOL
Modern School,
Jhansi

TMPCON122105298

Model Contract of Apprenticeship Training for Major/Minor* Apprentices

1. Name and Registered Address of Establishment : Chhatrapati Shahu Ji Maharaj University Kanpur (E06210900014)
with Telephone no. & E-mail address : Chhatrapati Shahu Ji Maharaj University, Kanpur Kanpur
Nagar, Uttar Pradesh
: 05122-2570635
: ashish.csjmu@gmail.com
2. (a) Name of Apprentice (Block Letters) : ISHITA SINGH (A0921117051)
(b) Father's/Mother's /Spouse's Name : Mr. Bachcha Baboo singh
3. Address of apprentice : 92/9 vijay nagar, Galla mandi, Kanpur, Kanpur Nagar, Uttar Pradesh
4. Gender : Female
5. Date of Birth : 19-04-1997
6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : Yes
(b) Name of the Category : Obc
7. Educational Qualification (Highest) : ITI - NCVT
8. (a) Category of Apprenticeship : Designated
(b) Name of the trade for which Apprentice is training : Stenographer (Hindi)
9. (a) Whether Basic Training is to be provided as part of Apprenticeship : No
(b) If Basic Training is exempt - reason for exemption
(i) Name of the Course : ITI
(ii) Duration of Training/Course : From 2019-08-11 00:00:00 To 2020-04-22 00:00:00
(iii) Name of the Institute : Iti
(iv) Name of the Sector Skill Council (if applicable) : N/A
10. Apprenticeship Training duration (Total) : 2080 Hours
(a) Duration of Basic Training : N/A
Period of Basic Training : N/A
(b) Duration of On-the-Job Training : 2080 Hours
Period of On-the-Job Training : From 01-12-2021 to 30-11-2022
(c) Training Type : Sequential
11. Apprenticeship Training Location : Chhatrapati Shahu Ji Maharaj University, Kanpur
(a) Name and address of facility where Basic Training is to be provided : N/A
(b) Name and address of the facility where On-the-Job Training is to be provided : Chhatrapati Shahu Ji Maharaj University Kanpur
Chhatrapati Shahu Ji Maharaj University, Kanpur
Kanpur Nagar
Uttar Pradesh
12. (a) Date of execution of contract : N/A
(b) Age of Apprentice on the date of execution of contract : 24 years, 7 months and 14 days
13. Is the establishment opting for benefits under NAPS*? : Yes
*If yes, Annexure 2 to this contract will also be applicable.
14. Monthly stipend amount
(a) During 1st year of training : 7000
(b) During 2nd year of training : N/A



(c) During 3rd and 4th year of training : N/A

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice

15. (a) Name and Address of Guardian In case Apprentice is under 18 years of age (Minor) : N/A

(b) Relationship with the Apprentice : N/A

16. (a) Whether Apprentice was identified through approved Third Party Aggregator : No

(b) Name of TPA (if applicable) : N/A

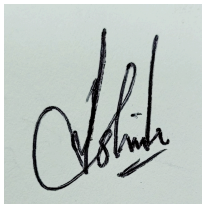
17. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.

18. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time

19. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.

20. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).

21. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS),if applicable.



Signature of the Employer with seal

Signature of Apprentice

Signature of Guardian

FOR OFFICE USE ONLY

Contract Registration No. : TMPCON122105298
(To be given by the Office of the Apprenticeship Adviser)
(Mandatory only for Registered Trades)

Signature of Registering Authority
(Apprenticeship Advisor)
(Registration required for Designation trade only)

Annexure 1 Contract of Apprenticeship Training

Some provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are reproduced below for sake of convenience.

Both the Establishment and Apprentices have read and are bound by the provisions of the directions in have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992, which will apply to this Contract of Apprenticeship

1. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend shall, however, not be paid for the period for which an Apprentice remains on extraordinary leave.
2. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice compensation as determined by Apprenticeship Advisor.
3. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.

Annexure -2 | Covenants and conditions specific to NAPs scheme

1. For availing benefit under NAPS scheme, the course under which apprenticeship training is being provided, should be NSQF aligned.
2. Assessment and Certification shall be done jointly by the establishment and SSC/ NCVT/ other bodies as notified from time to time under NAPS guidelines.
3. The Establishment warrants and confirms that they have studied, understood and agree to comply with the guidelines that are applicable to Establishments that are part of the NAPS scheme. These guidelines are published at (<https://www.apprenticeshipindia.gov.in>) and maybe updated from time to time.

OFFER LETTER

Date: 14-September-2022

Dear Aditi,

Kindly refer to your application for employment at Henry Harvin and our subsequent discussions. We are pleased to offer you employment with the following terms and conditions.

- **Designation:** Content Writer
- **Date of Joining:** 15- September - 2022
- **CTC :** 18k/Month
- **Note:**
 - A detailed brief on KRAs and scope of work will be given to you post joining
 - By accepting this offer letter, you agree to our Non-Disclosure Agreement, Non-Compete Agreement, Non-Solicitation Agreement, Confidentiality, and all other company policies as applicable to you from time to time.
 - The above-stated salary is subject to tax deductions and related deductions if any. This offer is subject to your background check which the company may do pre or post employment and in case of any negativity the company may take any necessary disciplinary action which may lead to termination. You shall be on probation for a period of Six (6) months.
 - You are requested to submit the required documents in original at the time of joining for verification and a copy of the same for submission.
 - Your appointment at Henry Harvin India Education LLP will be subject to ratification of the above. We look forward to welcoming you on board the Henry Harvin India Education LLP team.
 - Leave & Holidays: Total 30 days of leaves and holidays which includes 11 holidays (Diwali etc) and 19 leaves (includes all types) split over 12 months.
- **Job Details**
 - **No of Working Days:** 6 days/week
 - **Timing:** Flexible working hours
 - **Duration:** Minimum 8 hours per day plus lunch break (Approx 30 Minutes)
 - **Attendance Tool:** Worksnap, Ozonetel, Biometric and as applicable
 - **Shift :** Day Shift
 - **Weekly Off:** Will be confirmed post joining
 - **Location:** Work From Home

Ayushi Jain
Team Leader
Human Resources
Henry Harvin

Date: April 14, 2022

Emp Temp Code: 1112110091507

Muskan Gupta

6/404 Gopinathpuram, Shuklaganj, Netua Unnao - 209861,
Uttar Pradesh, India

Contact No: +918840314068

Letter of Appointment

Dear Muskan,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade II** and you will be designated as **Trainer - Training**. You are required to report for duties on **May 25, 2022 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Gurgaon**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **60 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **60 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **December 15, 1999**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,
For Teleperformance Global Service Private Limited,



Preeti Amit Shirke
Senior Vice President - Talent Acquisition

I, **Muskan Gupta**, residing at **6/404 Gopinathpuram, Shuklaganj, Netua Unnao - 209861, Uttar Pradesh, India** do hereby accept the terms and conditions in this letter.

Employee Signature	Accepted On 14 Apr 2022 niitsimran9@gmail.com
Employee Name	Muskan Gupta


Enclosures:

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home] (Annexure IV)**

NOTE: For purposes of brevity and ease of reading, the term “**the Company**” or the term “**Teleperformance**” (wherever it appears in this letter) means **Teleperformance**.

Emp Temp Code : 1112110091507

Annexure I
Compensation Details

Employee Name:	Muskan Gupta
Designation:	Trainer - Training
Grade:	Grade II
Date Of Joining:	May 25, 2022
City:	Gurgaon
Pay Components	Amount in Indian (INR)
Basic Pay	19,227.00
Housing Rent Allowance (HRA)	₹ 11,536.00
Transport Allowance	0.00
Flexible Benefit Plan	6,833.00
Statutory Bonus#	857.00
Gross Fixed Salary (1)	38,453.00
Provident Fund (Employee) (2)	2,307.00
ESIC (Employee) (3)	0.00
Net Take Home [1-(2+3)]	36,146.00
Provident Fund (Employer) (4)	2,307.00
ESIC (Employer) (5)	0.00
Gratuity* (6)	925.00
Total Fixed Cost (1+4+5+6)	41,685.00
Annual Fixed CTC	500,220.00
Annual Performance Pay**	0 % of Annual Fixed CTC
Annual Performance Linked Incentive (PLI)	0.00
<p>For Teleperformance Global Service Private Limited,</p>  <p>Preeti Amit Shirke Senior Vice President - Talent Acquisition</p>	
<p>*Gratuity shall be payable as per "The Payment of Gratuity Act". **Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note". #Statutory Bonus is paid monthly as per "The Payment of Bonus Act".</p>	

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

Employee Signature	Accepted On 14 Apr 2022 niitsimran9@gmail.com
Employee Name	Muskan Gupta

ANNEXURE II**DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Muskan Gupta** residing at **6/404 Gopinathpuram, Shuklaganj, Netua Unnao - 209861, Uttar Pradesh, India**, and working as **Trainer - Training**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and
 - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
 - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
 - ii. canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
 - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
 - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
 - (a) any person who is so employed / associated becomes a relative, and/or
 - (b) a relative, in future, is so employed / associated with the Company.

I **understand and acknowledge** that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____ 20____

Employee Signature	Accepted On 14 Apr 2022 niitsimran9@gmail.com
Employee Name	Muskan Gupta

Annexure III

Personal Data - Declaration

Article I.

I **Muskan Gupta** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	1112110091507
Employee Signature	Accepted On 14 Apr 2022 niitsimran9@gmail.com
Employee Name	Muskan Gupta

Pocket FM Private Limited
Registered Office
B1/201 PWO Housing Complex,
Sector 43, Gurgaon, Haryana 122009 IN.
CIN: U74999HR2018PTC076100

10 August 2022

Sub: Internship Extension Letter

Dear **Purnima Shukla,**

Further to our discussion with you, we are pleased to inform you that your internship with **Pocket FM Private Limited** has been extended from **10 August 2022 - 15 November 2022.**

All other terms and conditions of your contract arrangement with us shall remain unaltered.

Yours Sincerely,

For and on behalf of
Pocket FM Private Limited



Nishanth KS
Co-Founder

2069593 / ELTP-CAMPUS / 2022

21-Jun-2022

Subject: Letter of Intent

Dear Abhay,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- ø You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- ø You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ø You will be under **probation for a period of 3 (Three) months** from the date of joining.
- ø You will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- ø In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, (Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- ø At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- ø You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.





Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on Campusjoining@techmahindra.com

This Letter of Intent shall cease to be valid on **19-Sep-2022** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,

A small rectangular box containing a handwritten signature in blue ink that reads "R. Krishna".

Krishna Ramaswamy

Head - Resource Management Group

Annexure A

Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use tmlfh.udemy.com link.

Detailed learning instructions will be communicated separately.

Category	Udemy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery	20.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	6.5
Communication	The Art of Communications ? Become a Master Communicator	3.25
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.36
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

Annexure B

Total Cost to Company (TCC) (Per Annum)	325000
Components of Total Cost to Company	INR. (Per Annum)
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	280985
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total.....(A)	312206
Additional Benefits....(B)	12794
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum) -----(A) + (B)	325000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance	
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of INR 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of INR 3 lakhs (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be INR 2 lakhs .	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto INR 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	

Four Seasons Sales Pvt. Ltd

A-50/2, 3rd Floor, Mayapuri Indl. Area, Phase 1,
New Delhi -110064
Ph.:011-47567255, 47032975



Four Seasons

Ref No. **ML/HR/APP/2021/0021**

Dated:

Mr Amrat Garg
Address 8/160, Raghuvver Puri, Aligarh, 202001
Mobile no. 8057672688

Appointment Letter

Dear **Mr Amrat Garg**

The management of the company welcomes you to the Material Library family and wishes you a successful association. The terms and conditions of your employment are as follows:

1. You are appointed as Front-end Developer with effect from 18-Jan-2021 at Gurugram. Your reporting structure / place of work is subject to change based on organizational requirements.
2. **Compensation-** Your annual cost to the company will be Rs 3,00,000/- . The detail salary break up (subject to statutory deduction, as per applicable law) is as under:

a. Basic	- 12,500
b. HRA	- 5,000
c. Special Allowance	- 7,500
Total Monthly Salary	- 25,000

(Mediclaime, Provident Fund, ESIC and Gratuity will be applicable as per statutory norms)
3. **Leaves-** You will avail Earned leave and casual cum sick leave as per company rules. Prior sanction of leave from the Reporting Manager before proceeding on leave is mandatory. You are eligible to avail the privilege leave only after probation confirmation.
4. **Holidays-** You shall be entitled to 3 national holidays and other festival holidays in a year as notified by the management from time to time.
5. **Probation-** You will be on probation for six months, excluding any days of unauthorized absence. The probation period can be extended at sole discretion of the management. During the period of probation or extended period of probation, either party can terminate this contract of service without any notice or without assigning any reason. During this period no leave encashment will be paid. You shall be on probation till your employment with the company is confirmed in writing.
6. **Separation-** In either of the event, company or you decide to part ways, rules governing the separation will be as follows:
 - a. The company and you are entitled to terminate the employment at any time by giving one month notice or one month salary in lieu of.
 - b. If you are found guilty of misconduct, fraud or wrongful practice, your services shall be terminated forthwith without giving any notice or compensation.
 - c. On separation from the company under any circumstances, you will hand-over your charge in an orderly manner to the assigned person. You shall also hand-over to the assigned person, all documents, information, equipment and material in your possession.
7. **Transfer-** Your services are liable to be transferred to any part of India or abroad, where the company has or may have its office or establishment in future or can be transferred from one department to another or to any of its associate companies. In case the need arises, your services can be loaned to any other

Four Seasons Sales Pvt. Ltd

A-50/2, 3rd Floor, Mayapuri Indl. Area, Phase 1,
New Delhi -110064
Ph.:011-47567255, 47032975



Four Seasons

establishment or person. However, your salary will not be adversely affected and terms and conditions will remain the same.

8. **Retirement-** You will retire at the age of 58 years and will automatically cease to be the employee of the company on superannuation. The company may at its sole discretion relax aforesaid retirement age.
9. **Past Record-** You have confirmed that you have no prior criminal convictions whatsoever. You have also confirmed that you have no pending litigation in any court of civil or criminal in nature.
10. **Loss of Lien-** If you remain absent without sanctioned leave or beyond the period of leave originally sanctioned or subsequently extended, you will lose lien on your employment unless:
 - a. you return within 8 days of commencement of expiry of the leave, and
 - b. explain to the satisfaction of the management the reason for your absence or inability to return on the expiry of leaves as the case may be.
11. **Confidentiality-** You undertake not to divulge any confidential information or proprietary data of the company for the benefit of any other person or company during the term of employment with us or any time thereafter. You further undertake not to remove or copy any file containing confidential information and data of the company for your personal use under any circumstances.
12. **Disciplinary Action-** In case any misconduct is alleged against you, you can be suspended from the duties till final decision of the matter or enquiry. During disciplinary proceedings, you can take assistance of co-employee only. However, you will receive the subsistence allowance during the period of suspension at the rate of 50% of the wages.
13. **Address-** All correspondence and communication will be sent to you above mentioned address. Whenever you change the address, you shall immediately intimate the change to the company.
14. **General Instructions-**
 - a. You will be responsible for safe keeping of all property, equipment, instrument, books which may be given to you for safe custody. The same shall be returned to the company when directed by the management.
 - b. Your appointment is based on information supplied by you. If, at a later stage it is found that you have misrepresented, concealed or given any wrong information about your candidature at the time of appointment, your services are liable to be terminated without any notice or compensation.
 - c. Company expects you to work with a high standard of efficiency and integrity. It will be the discretion of management to assign you with any work and regulate working hours. You will perform the duties as per the guidelines and instructions given by the management from time to time.
 - d. During the period of your services with the company, you will not work in any concern or engage in private business or calling of nature full time or part time or join any education institution without written permission of the management.
 - e. No authority is vested upon you to make any financial commitment and enter into agreements / contracts / understanding of any nature with any second and third party without seeking the prior permission / approval of the management.
 - f. Company standing orders, rules & regulations and administrative orders, as periodically determined or modified by the management will constitute an integral part of your working conditions. In case of any dispute on interpretation of any part of this letter or the rules governing your service or otherwise, the decision of the management shall be final and binding.
15. **Jurisdiction of Courts-** In case of any dispute or difference between you and the management or on terms or this appointment letter, Courts of Gurugram shall have jurisdiction to decide / adjudicate the same.

Four Seasons Sales Pvt. Ltd

A-50/2, 3rd Floor, Mayapuri Indl. Area, Phase 1,
New Delhi -110064
Ph.:011-47567255, 47032975



Four Seasons

Please sign the duplicate copy of this letter and return the same to the management. This will constitute your formal acceptance of your employment on terms mentioned above.

With Best Regards.

For

A handwritten signature in black ink, appearing to be 'Ankit'.

(Authorised Signatory)

Certify that I have read and understood the contents of the appointment letter and agree to all the terms and conditions as outlined in the letter.

Signature:

Name:

Place & Date :



Offer: Computer Consultancy
Ref: TCSL/DT20218201256/Delhi
Date: 09/12/2021

Mr. Anshuman Gupta
KamlapurKamlapur,
Near Police Station,
Sitapur-261302,
Uttar Pradesh.
Tel# -

Dear Anshuman Gupta,

Sub: Letter of Offer

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

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

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

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

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

TCS Confidential
TCSL/DT20218201256

1



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

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



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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

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

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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



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

*There is no criminal offence registered/pending against you

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

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)

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

*Passport

*NSR E-Card

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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



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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Anshuman Gupta
Designation	Assistant System Engineer-Trainee
Institute Name	University Institute Of Engineering And Technology, Kanpur

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
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

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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



APPOINTMENT LETTER

January 25, 2022

Dear Avinash Kumar,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Avinash Kumar, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Avinash Kumar

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Avinash Kumar 25/1/2022 10:11 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23076521

[Submit & Print](#)

APPOINTMENT LETTER

March 31, 2022

Dear babunandan agrahari,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required

under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to polyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I babunandan agrahari, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;

- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: babunandan agrahari

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is

performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2,

A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit:** Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program:**

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,50,000 per annum, member employee will have an option to restrict the contribution to Rs. 1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs. 1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited **T** :+91 (80) 2844 0011

Doddakannelli **F** :+91 (80) 2844 0054

Sarjapur Road **E** :info@wipro.com

Bengaluru 560 035 **W** :wipro.com

India **C** :L32102KA1945PLC020800

24209697

Submit & Print

AllinCall Research and Solutions Pvt. Ltd.

Registered Address: 91 Springboard, Plot No D-5,
Road No. 20, Marol MIDC, Andheri East
Powai, Mumbai, Maharashtra, India - 400093
Mob: +91 7905358546, **Email:** hello@getcogno.ai

GSTIN: 27AAPCA4814L1ZA
CIN: U74999MH2017PTC348979

PRIVATE AND CONFIDENTIAL

Dated: May 18, 2022

Dear Saurabh Sharma

Re: Employment with AllinCall Research and Solutions Private Limited

Dear Saurabh Sharma,

In accordance with our recent discussions & interviews, this letter will confirm that the following shall be the terms and conditions of your employment with AllinCall Research and Solutions Private Limited hereinafter referred as the “**Company**”.

1. POSITION

You are appointed as a *Python Django Developer* in the Company and your employment under this contract will commence no later than **June 1, 2022**. As such you shall perform the duties assigned to you from time to time by the designated persons as mentioned in *Annexure I*.

The initial 6 months of your employment will be considered as **probation period** or training period, and certain policies regarding termination will be different during this period. Please go through the respective section(s) for details on the policies during probation/training period.

2. REMUNERATION

Details of your remuneration are provided in *Annexure II*. All increments to your remuneration shall be based on the performance of your duties and obligations.

All payments made to you will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to the applicable laws and policies and procedures of the Company.

You should understand and affirm the need to treat your compensation as **highly individual and confidential**, which can be discussed **only** with your Head of Department and/or HR Manager. Failure to do so may result in disciplinary action based on the company policies.

3. LOCATION

You will be based initially at the Company's Mumbai office or such other place where the offices or facilities of the Company or its clients. You may, however, be required to work at such other locations in India and/or abroad as the Company may desire from time to time. The Company reserves the sole and absolute right to transfer you to any other department or sister concern of the Company, which may come into existence.

You may be required to work overseas for any such period as may be deemed necessary by the Company. The Company does not guarantee the continuation of any perquisite at the new location.

If there is any change in your Residential/Permanent Address and Phone Number, you are required to inform the Company of the said change in writing with documentary evidence.

4. HOURS OF WORK

Standard working hours are from 10:00 A.M. to 7:00 P.M. with an hour off for lunch and weekly off on Saturday and Sunday. However, the Company reserves the right to call you for work on an off day and you shall be entitled to avail a compensatory day off in lieu of the same. Any variations on working patterns are at the discretion of the Company. In case of continuous delay or habitual absence in reporting for duty on time, the Company is entitled to take disciplinary action against you, including, but not limited to, termination of your service.

5. TRAVEL

You may be required to travel within or outside India with regard to the Company's business requirements. The mode and class of travel and any associated expenses including accommodation must be approved in writing by the Company before the travel is undertaken and if such prior approval is not possible, such approval shall be obtained prior to undertaking of any such expense. All expenses with respect to client / business development shall be in compliance with the internal expense policies of the Company in this regard.

6. REIMBURSEMENT OF EXPENSES

You shall be reimbursed for all expenses incurred in the performance of your duties by the Company pursuant to Company's internal expense policies, provided you submit all the appropriate and adequate supporting documents of such expenses to the Company including the vouchers for the expenses incurred, and the same has been approved by the Company. The Company always reserves the right to ask you for any additional information or documents, and to fill and sign any form or document, with regard to the reimbursements. If you are in possession of any company property, you are supposed to return it in the exact same condition in which the company gave it to you. Failure to do so will result in the deduction of appropriate damage penalty from your basic salary as per the discretion of the company.

7. DISQUALIFICATION OF BONUS

Employees can be disqualified from bonus payments if they are dismissed on the basis of fraud, misconduct, or even absenteeism.

No bonus payout would happen if the employee is on notice period at the time of the scheduled bonus payout.

The Company is entitled to recover the bonus if the employee resigns before the completion of 4 months from the date of disbursement of

the bonus.

8. LEAVE ENTITLEMENT

Employees will be entitled to 12 days accrued earned leave per year of continuous service with Company, which accrues at a rate of 1 day per month of service.

Earned Leave will be given to you as per the convenience of the Company and prior written consent must be taken from the Directors of the Company.

In case you are desirous of extending the leave beyond the sanctioned period you must submit the application to the Directors of the Company or your Department Head, at least 72 hours in advance, in writing and the Directors of the Company (upon receipt of such letter) shall inform in writing whether the extension of leave has been approved.

Please note that if any leave is taken by the employee during the probation period, then the probation period of the employee would be extended by the number of days equivalent to the number of days for which the leave is taken by the employee during his/her probation period in the Company.

Absence for a continuous period of three (3) days without prior approval of your superior (including overstay of leave / training), would entitle the Company to terminate your services. In such circumstance, it shall be deemed that you have left and relinquished your service and not as a service terminated by the Company.

9. SICK LEAVE

You will be entitled to leave with wages for a period not exceeding 6 (six) days per calendar year on the ground of any sickness or accident. If you remain absent from work for more than 3 days, you may be required to submit a Medical Certificate from a Registered Medical Practitioner. The Company reserves the right to require you to undergo a medical examination conducted by a doctor nominated by the Company, at the Company's expense, at such times as deemed appropriate by the Company.

10. NOTICE PERIOD

In order to terminate your employment, you need to give the company a written notice of at least 60 days. If you choose to terminate your employment in a notice of less than 60 days, it will result in the forfeiture of your pending basic salary. If the company wants to terminate your employment, you will be given a notice of at least 15 days. The Company, however, reserves the right to waive off the condition regarding notice period as above, and accept your resignation immediately on receipt, or from any date within the notice period, without any compensation whatsoever.

Please note that during the probation/training period, the company reserves the right to terminate your employment without any prior notice. In case you wish to terminate your employment during the probation period, you need to give the company a written notice of at least 60 days.

Please note that in case you wish to leave the company without serving the designated notice period (during your probation period or after your probation period is finished), you will be required to give to the company the salary amount equivalent to your remaining unserved notice period. The Company may, however, want that you

complete the full notice period before relieving you. In that case, you will have to serve the full notice period.

Please note that if your employment has been terminated (for whatever reason) in less than 3 months of your joining, no Experience Letter would be provided by the Company.

11. TERMINATION OF EMPLOYMENT

Your employment with the Company may be terminated in the circumstances detailed as below:

1. By the Company for Cause (as defined below).
2. By Company for Disability (as defined below).
3. Definitions. For purposes of this employment letter the following terms shall have the meanings set forth below:
 - a. "*Affiliate*" means, with respect to any specified Person, (a) any other Person that, directly or indirectly, owns or controls, or has the right to acquire, whether beneficially or of record, a majority of the equity interest of such specified Person, or (b) any other Person that, directly or indirectly, controls, is controlled by, is under direct or indirect common control with, such specified Person or any Affiliate of such specified Person. For the purposes of this definition, the term "control," when used with respect to any specified Person, means the power (i) to direct or cause the direction of the management or policies of such Person, directly or indirectly, whether through the ownership of voting securities, by contract or otherwise or (ii) to vote a majority of the equity interest of such Person; and the terms "controlling" and "controlled" have correlative meanings.
 - b. "*Business Days*" means any day except Saturday, Sunday or any other day on which commercial banks located in Mumbai, India are authorized by law to be closed for business.
 - c. "*Cause*" shall mean:
 - i. Your failure to use reasonable efforts to substantially perform your duties as an employee of Company or any of its Affiliates, as applicable;
 - ii. Your failure to comply with Company's or any of its Affiliate's written employment policies, as may be applicable to you as an employee of such organisation, which failure has continued unremedied for more than ten (10) days after receiving written notice thereof specifying such repeated failures;
 - iii. Your commission of any act of fraud or embezzlement against Company or any of its Affiliates;
 - iv. Your material dishonesty or the breach of any fiduciary duty against Company or any of its Affiliates;
 - v. Your willful misconduct that is reasonably expected to be materially injurious to Company or any of its Affiliates;
 - vi. Your conviction of, or the entering of a plea of guilty or *nolo contendere* to, a crime that involves moral turpitude;

- vii. Your unlawful use (including being under the influence of illegal drugs) or possession of illegal drugs on the premises of Company or any of its Affiliates or while performing any duties or responsibilities to Company or any of its Affiliates.
 - viii. Your unauthorized disclosure of proprietary or confidential information in violation of Clause 16 below; or
 - ix. Your breach of any material obligation under this Agreement;
- d. "*Person*" means an individual, corporation, partnership, joint venture, limited liability company, governmental authority, unincorporated organization, trust, association or other entity.
- e. "*Termination Date*" means the date on which you cease to be employed by Company, regardless of the reason therefore.

13. MISCONDUCT/ BREACH

The Company may at any time suspend you from the performance of your duties or exclude you from the premises of the Company during any period of notice given by you or the Company or in circumstances in which it reasonably believes you to be guilty of misconduct or in material breach of your terms and conditions of employment, in order that the circumstances giving rise to that belief may be investigated. For the avoidance of doubt there is no obligation on the Company to provide you with any work during any period of notice and you will not be entitled to work on your own account or on account of any other person, term or company or contact any of the Company's clients or suppliers during that period.

14. REPRESENTING THE COMPANY

By signing this Agreement, you are representing to the Company that: (i) your acceptance of the employment with the Company will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party; (b) for the purpose of performance of your duties in the Company, you will not use or otherwise disclose any confidential, business, and proprietary and trade secret information obtained as a result of any prior employment of yours; (c) you have provided the Company with full and accurate documentation and information about yourself at the time of joining the Company and you haven't refrained from disclosing any other relevant information which is material in this context.

You are not permitted to represent yourself as an authorized agent of the Company except in the course of the proper performance of your duties, or where authorized to do so. When your employment ceases, you must not hold yourself out in any business context as being an employee or representative of, or otherwise connected to the Company. Should there be any misrepresentation, intention to deceive in this respect, or any attempt to interfere in this way in the existing business relations between the Company, including but not limited to, its customers, agents and suppliers, the Company may take proceedings against you to prevent any recurrence and to recover any losses incurred as a result.

By signing this Agreement, you hereby agree and confirm that you are not a member of any Labour Associations or Unions and if you choose to join any Labour Association or Union in future you shall be liable to inform the Company in writing 30 days prior to joining

the Association Union failing which you relinquish your right to one-month notice to basic salary and open to immediate termination at managements will. Even after joining any such Association or Union, rules and regulations of the Company shall be absolute and will be applicable on you and shall prevail.

15. NON-DISPARAGEMENT

You agree that at all times, you shall not, either directly or indirectly, in writing, verbally, or through conduct, make any statements, or cause or encourage others to make any statements, either written or verbal, that defame, disparage, or in any way criticize the business, reputation, practices, or conduct of Company, or any of its employees, directors, or officers. You acknowledge and agree that this prohibition extends to statements, written or verbal, made to anyone, including but not limited to, the news media, investors, potential investors, any board of directors or advisory board, industry analysts, competitors, strategic partners, customers, vendors, employees (past and present), as well as statements made over social media platforms, including ,but not limited to LinkedIn, Facebook, Instagram, Quora, Twitter, etc.

15. INTELLECTUAL PROPERTY

“Intellectual property rights”collectively or individually, the following worldwide rights relating to tangible/intangible property, whether or not filed, perfected, registered or recorded and whether now or hereafter existing, filed, issued or acquired: (i) patents, inventions, patent disclosures, patent rights, know-how, including any and all continuations, continuations-in-part, divisions, reissues, re-examinations, utility, model and design patents or any extensions thereof; (ii) rights associated with works of authorship, including without limitation, copyrights, rights to derivative works, copyright applications, copyright registrations including any registrations or pending applications for registration of any of the foregoing; (iii) rights in trademarks/service marks, trademark/service mark registrations and applications thereof, trade names, service marks, service names, logos, brand names, business names or trade dress; (iv) rights relating to the protection of trade secrets, know-how and Confidential Information; and (v) internet domain names, internet and world wide web uniform resource locator (URL) or addresses; (vi) mask work rights, mask work registrations and applications therefore; (vii) software licenses, Confidential Information processes, formulae, technology, technical data, information, tools, designs or methodologies; and (viii) all other intellectual or proprietary rights relating to any of the foregoing (whether under development or being developed) anywhere in the world including rights of privacy and publicity, whether or not requiring registration and whether or not such registration has been obtained.

The Company will own and be entitled to the benefit of all intellectual property, including but not limited to copyright (as well as moral rights), in all material made/discovered/enhanced by you in pursuance of the terms of your employment by the Company. You will, if required by the Company, sign a separate agreement i.e. Employee Intellectual Property and Confidentiality Agreement (EIPCA) assigning all your rights to intellectual property developed during your employment to the Company.

You shall have no rights or licenses in the IPR of the Product and the Services. The sole and exclusive right to all or any IPR relating to the Product and Services, whether registrable or not, developed by you in the performance of Services under this Agreement, shall be the property of the Company.

You hereby assign and transfer to the Company, its successors and assigns, the entire right, title, and interest in all IPR in the Product and Services.

You acknowledge and accept that you will promptly disclose to the Company in writing, all information relating to all IPR relating the Product and Services. You agree not to use the IPR or disclose any knowledge of the IPR so obtained while developing the Product or providing the Service to any entity other than the Company.

You shall not institute any action or suit at law or in equity against the Company, nor institute, prosecute or in any way, aid in the institution or prosecution of any claim, demand, action, or cause of action arising out of the ownership of the IPR of the Product/Services or cause of action for invalidating any IPR of the Company.

Any Customer/Internal Company data would be owned by the company and can be used in the only manner company intended it to be used with. Any external use of the data or transfer of data to non intended people would result in termination and prosecution by the Company.

16. CONFIDENTIALITY

You shall keep confidential at any time during or after your employment, any information (including proprietary or confidential information) about the business and affairs of, or belonging to the Company or any subsidiary of the Company or their respective customers or suppliers, including information which, though technically not trade secrets, the dissemination of knowledge whereof might prove prejudicial to the Company or its subsidiaries other than information that is in public domain or information that is to be provided by you under applicable law or under instructions from a regulatory authority.

The Employee shall not, in any way, give, procure or supply, in any manner whatsoever, to any person, firm, association or company, the name or address of any client of his/her previous employer, or any trade secret or confidential information concerning the business of his/her previous employer, its customers, and its personnel, except with the written authorization of a representative of his/her previous employer

17. DATA PROTECTION

By signing this agreement, you acknowledge and agree that the Company is permitted to hold personal information about you as part of its personnel and other business records and may use such information in the course of the Company's business. You agree that the Company may disclose such information to third parties in the event that such disclosure is, in the Company's view, required for the proper conduct of the Company's business or that of any associated company. This clause applies to information held, used or disclosed in any medium.

18. COMPANY AND CLIENT PROPERTY

All equipment (including computer equipment), notes, memoranda, records, literature, publication, type set, lists of customers, suppliers and employees, correspondence, computer and other discs or tapes, data listings, codes, keys and passwords, designs, drawings and other documents or material whatsoever (whether made or created by you or otherwise and in whatever medium or format) relating to the business of the Company or a group company or any of its or their

clients (and any copies of the same) shall be and remain the property of the Company or the relevant client and be handed over by you to the Company on demand and in any event on the termination of your employment.

19. DUTY TO COOPERATE

You, during and upon termination of your employment, agree to fully cooperate and assist the Company, on request and at the Company's sole expense, in providing truthful testimony or information with respect to all inquiries or investigations, claims and litigations, or any other matter pertaining to the Company. Further it is agreed by you that you will fully, unconditionally and immediately cooperate and assist the Company, in respect of any matter whatsoever on which in the opinion of the Company your assistance is required, including signing any cessation documents/undertaking as required by the Company.

20. CHANGES TO TERMS OF EMPLOYMENT

The Company reserves the right to make changes to any of your terms and conditions of employment in writing.

You will be given not less than 15 days written notice of any significant changes that may be given by way of an individual notice. Such changes will be deemed to be accepted unless you notify the Company of any objection in writing before the expiry of the notice period.

21. NON COMPETE / NON SOLICITATION

During your employment, you shall work exclusively for the Company and shall not, without the prior permission of the Company, engage in any other employment, trade, business, profession, freelancing or work as an employee or in any other capacity, directly or indirectly, for any other person. In case of any violation of this policy during your employment in the Company, the Company may take proceedings against you.

You agree that you will not solicit any time after 24 (Twenty Four) months from the termination of your employment any of the Company's employees, directly or indirectly, or encourage any Company employee to leave the Company.

You cannot work for/with any of the past/current/future Customers and/or Competitors of the Company in your private capacity during your employment with the company as well as for the next 2 (Two) years after you cease to be an employee of the Company. This includes any form of employment, trade, business, profession, freelancing or work as an employee or in any other capacity, directly or indirectly. Should there be any misrepresentation, intention to deceive in this respect, or any attempt to interfere in this way in the existing business relations between the Company, including but not limited to, its customers, agents and suppliers, the Company may take proceedings against you and its decision would be final and binding.

You agree that the restrictions set out above are reasonable and valid and all defenses to the strict enforcement of this covenant by the Company are waived by you.

22. ANTI-BRIBERY

You shall not offer, give, request, receive, facilitate and/or authorize any illegal bribe or inducement in contravention of applicable law and which results in any personal gain or advantage to the recipient

(or any person or body associated with the recipient) and which is intended to improperly influence a decision of the recipient.

You shall not engage, either directly or indirectly through any third party intermediaries or otherwise in any acts of bribery, including but not limited to the use of cash and/or non-cash forms of incentive such as gifts and the payment or receipt of any form of bribe. For purposes of this Agreement, 'bribes' include illegal facilitation payments (i.e. illegal payments or gifts made to a government official to avoid delays in processing or obtaining approvals or for similar purposes).

23. ACCEPTANCE

It is hereby understood and agreed by you and the Company, that this letter agreement shall come into effect on the date of your countersignature herein; provided, however, that your employment with the Company shall be conditioned upon the fulfilment of any prerequisites specified in this letter or any annexure hereto, including but not limited to, verification of your antecedents and testimonials as furnished/claimed by you to the Company prior to **June 1, 2022**.

You shall cooperate and assist the Company during the verification of your antecedents and further, a relaxation in the above mentioned date of joining your duties may be granted by the Company at its sole discretion.

If the terms and conditions of appointment enumerated in this appointment are acceptable to you, then please confirm your acceptance by signing on the duplicate copy of this document, and return it to the Company within 3 days of receiving this letter or before your date of joining the company, whichever is earlier.

23. CONDITIONS FOR CONTINUED EMPLOYMENT

It is acknowledged by you that as a condition of your continued employment, you will be required to comply in every respect with the Company's policies and procedures as may be in effect from time to time contained in the Company's *Employee Handbook* which may be changed by the Company at any time at its discretion without any requirement to obtain your consent or approval and the same shall be informed to you in terms of Clause 20 above. The *Employee Handbook*, as may be modified from time to time and once issued, shall form an integral part of this offer letter and the contract between you and the Company.

24. RETIREMENT

You will automatically retire on attaining the age of 60 years unless otherwise informed in writing by the management of the Company.

25. MEDICAL FITNESS

Your employment is subject to your being medically fit.

26. PROPER LAW AND JURISDICTION AND DISPUTE RESOLUTION MECHANISM

The terms and conditions of your employment will be governed by and constructed in accordance with the laws of India. The parties subject themselves to the exclusive jurisdiction of the courts in Mumbai, Maharashtra, India.

27. TRAINING COSTS

The company conducts in house training programs, orientation in the organisation for new employees and incurred substantial cost in that.

To safeguard the interest of the company, it is required that the new joinee should adhere to certain terms and conditions as mentioned in **Annexure III**.

28. If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability will attach only to such provision or part of this Agreement and the remaining part of such provision and all other provisions of this Agreement shall continue in full force and effect. Also, such provision to which the invalidity or unenforceability is attached shall be deemed to be suitably amended in such a way as to obey the respective legal provision, and shall then be applicable to this Agreement in such amended form, content and spirit.

Director of Company

Employee: Saurabh Sharma

Date: May 18, 2022

ANNEXURE I

Position: Python Django Developer

Reporting to: Vinay Tomar

Essential Duties and Responsibilities:

- Build high-quality, innovative, and fully performing software that complies with coding standards and technical design.
- You would be working on our core platform, improving the features of the product, testing and fixing bugs/issues, customizing it for clients, cloud and on-premise deployment, security testing, and configuration, etc. You will also get a chance to build new products from scratch.
- Gathering user requirements, defining system functionality, and writing code in various languages like Python, Django, Javascript, HTML, CSS, etc.
- Tools and technologies that you'd be working on include the following:
 - Django, Python.
 - Bootstrap, MaterializeCSS, HTML, JavaScript.
 - Nginx, Gunicorn, MySQL/Postgres, API integrations (JSON, XML, SOAP).
 - Shell Commands, SSH, SSL Certificate, HTTP/HTTPS.

ANNEXURE II

Annual compensation

You will be entitled to a total annual compensation (CTC) of **up to INR ₹5,75,000.00**. The breakdown of this annual compensation will be as follows:

- **Monthly Salary:** You will be paid an annual salary of **₹5,17,500.00**. This will be made available to you as **₹43,125.00** per month during the Probation period and **₹43,125.00** per month for the remainder of the year after the end of your Probation period, payable monthly in arrears on or around the 10th day of the English calendar month. You will be eligible for the salary once you complete your first month of employment. No changes in the CTC or Monthly Salary will be made before the completion of 1 year of your employment with the Company.

- **Performance Bonus (Performance-based):** The Performance Bonus offered will depend on your performance as an employee of the Company and will be subject to the approval from the Company. You will however be offered a **maximum Performance Bonus of ₹57,500.00 per annum**. This amount will be payable in quarterly installments and will be performance-based, as per the company policies shared with you upon joining.

All compensations mentioned above are subject to tax deductions and other withholdings as applicable by Indian laws.



APPOINTMENT LETTER

January 24, 2022

Dear Diwakar Yadav,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.

- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material

information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II**PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I Diwakar Yadav, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III**SALARY OFFER SHEET**

Name: Diwakar Yadav

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600

Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date

c. you have not resigned voluntarily or abandoned your job as of the retention date

- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS.

Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. **Mediclaime:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. **Annual Health check:** Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit:** Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program:**

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Diwakar Yadav 24/1/2022 5:17 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560
035 W :wipro.com

India C :L32102KA1945PLC020800

23075686



24- March-2022

Jainendra Singh

House No 1066 Types 1 IIT Kanpur,

Uttar Pradesh- 208016

India

Letter of Offer

Dear Jainendra,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as Cyber Security Lead (Penetration Testing) -Ops REF11873A in Neemus Software Solution Pvt. Ltd., based at our Noida -NHS office. The key components of your offer are as detailed below: -

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

Role band: You Would be placed in the role band **A** by Penetrating Bugs.

Title: The Title that you should be using both internally and externally would be **Jr. Cyber Security Lead -Ops**.

Compensation: Your Total Gross Pay will be **INR 7,28,800 (Indian Rupees Seven Lakh, Twenty-Eight Thousand, Eight Hundred Only)** per annum which is inclusive of Fixed Pay and Visible Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

Joining Date: You are expected to join us by **31-March-2022**.

Place of Work: Your place of work will be Noida- NH8. However, your services are transferable, and you may be assigned after reasonable notice, to any location in the 'India or abroad where the Company or any one of its associates or customers conducts business.

While on transfer you will be governed by the rules, regulations and conditions of services of that location.

Documents Required:

Please share clear scanned copies of the below required documents at the earliest.

1. Highest Education- Mark sheets and certifications (Graduation/ Post Graduation)
2. PAN Card
3. Aadhar Card
4. Name Change Gazette/correction documents (If applicable)
5. Marriage Certificate (If applicable)
6. Current Company (Employer 1)
 - Offer Letter
 - Increment Letter
 - Last 3 salary slips
 - Experience letter mentioning Employee ID, Designation, Date of Joining and Last Working Day (If currently unemployed, required for last employment)
7. Previous company (Employer 2)- Experience letter mentioning employee Id, designation, Date of Joining and Last Working Day.
8. CIF + Application (Blank)
9. Candidate Willingness Form
10. Non-Disclosure Agreement -NDA-(If Applicable, to be filled on joining day).

EMPLOYMENT AGREEMENT

This Employment Agreement (the “**Employment Agreement**”), entered into this **3rd** day of **June 2022**, and effective, as of the **13th** day of **June 2022** (the “**Effective Date**”), is made,

BY AND BETWEEN

VENDIFY PVT LTD, a company incorporated under the laws of India and has its registered office at **1680-C-3-L, Ground Floor L/S, Puri Extension, Govindpuri Extn, New Delhi, South Delhi, Delhi, 110019, India**, and represented through its authorized representative Koushik Mondal (hereinafter referred to as the “**Company**”, which expression shall, unless repugnant to the subject, context or meaning thereof, be deemed to mean and include its successors and assigns).

AND

Mohammad Khushbakht Malik, aged about **22** years, son/daughter of **Mohammad Afzal**, a citizen, and resident of India currently residing at **Mohalla Katra, Post Mubarakpur, Azamgarh, Uttar Pradesh - 276404** (hereinafter referred to as the “**Employee**”, which expression shall, unless repugnant to the subject, context or meaning thereof, be deemed to mean and include his/her successors, legal heirs, representatives, administrators and executors).

The Company and the Employee are hereinafter referred to in this Employment Agreement individually as a “**Party**” and collectively as “**Parties**”.

RECITALS

WHEREAS,

- A. The Company along with its affiliates listed in **Annexure III (“Group Companies”)** is engaged *inter alia*, in the business of software & hardware solutions, SAAS products, (“**Business**”) and in pursuance of its requirements and selection procedure and in view of the Employee’s qualification and experience, has accepted the candidature of the Employee and is desirous of availing the services of the Employee in the course of its business; and
- B. The Company desires to offer employment to the Employee and the Employee desires to accept such offer of employment, on the terms and conditions set forth in this Employment Agreement.

NOW, THEREFORE, in consideration of the promises and premises set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby jointly acknowledged, the Parties hereby agree as follows:

ARTICLE I TERM OF EMPLOYMENT

- 1.1 **Term of Employment.** The Company hereby agrees to employ the Employee as **Flutter Developer**, such employment commencing on and from the Effective Date, and continuing till such time it is terminated by either Party in accordance with the provisions of this Employment Agreement (the “**Employment Period**”), and the Employee hereby agrees to serve the Company under the terms set forth in this Employment Agreement. Without prejudice to any of its rights hereunder, the Company may from time to time, review the terms and conditions of the Employee’s employment under this Employment Agreement.
- 1.2 **Place of Employment.** The Employee’s principal place of employment during the Employment Period shall be at the Company’s offices located at Delhi, Noida, Hyderabad or any other

location as may be intimated by the board of directors of the Company (the “**Board**”). The Company reserves the right to transfer the Employee to any other location of the Company, whether existing or to be established in the future. The Employee may also be seconded or deputed to or work from another location of any other entity in the Group Companies whether in India or abroad, whether existing or to be established in the future.

ARTICLE II SCOPE OF WORK

- 2.1 Scope of Work. During the Employment Period, the Employee shall have the normal duties, responsibilities, and authority of an individual holding the position of **Flutter Developer**, and as may be further required/assigned by the Company from time to time. A detailed description of the duties and responsibilities of the Employee is set forth in **Annexure I** to this Agreement.
- 2.2 The Company reserves the right to make reasonable changes to the duties and responsibilities of the Employee and assign such other functions and services to the Employee, from time to time, in connection with its business, as the Company considers necessary or appropriate. This may include altering the Employee’s duties and/or relocating/shifting the Employee’s principal place of employment as provided in clause 1.2 above. Further, the Company reserves the right to make reasonable changes to any term or condition of employment, including among other things, Employee’s working hours and/or the emoluments payable to the Employee. The Company will notify the Employee in writing of such changes with one (1) month’s prior notice. Such changes will be deemed to be accepted by the Employee unless the Employee notifies the Company of his objection in writing before the expiry of the one (1) month notice period.

ARTICLE III TIME TO BE DEVOTED TO EMPLOYMENT

- 3.1 Time to be devoted to Employment. During the Employment Period the Employee shall devote all his/her professional and business time, attention, skill, and energies to his/her duties and responsibilities as provided herein, timely, faithfully, diligently, to the best of his/her ability, in the interests of the Company, and in a manner consistent with the policies of the Company. The Employee shall obey all reasonable and lawful directions given to the Employee by the Board. The office hours of the Company will be as per the Company policies in this regard.
- 3.2 Owing however to the nature of the Employee’s work description, the Employee may, in addition, be expected to work outside these hours and days, when required by the workload or demands of the Company. Similarly, the Employee may also, from time to time, be required to work for or provide services to the Group Companies, as may be determined by the Company. The Employee acknowledges that his/her primary duties are to the Company and undertakes and agrees that during the Employment Period, the Employee shall not be, directly or indirectly, engaged, concerned, or interested in any other profession, trade, business, service or occupation whatsoever or hold any other executive, managerial or directorial positions or responsibilities in any entity (whether incorporated or otherwise) other than the Company and/or Group Companies.
- 3.3 As a full-time employee of the Company, the Employee shall not engage in any activities or conduct that may involve any actual or apparent conflicts of interest, including without limitation, any personal interest outside the Company, which could be placed ahead of his/her obligations to the Company and/or Group Companies.

**ARTICLE IV
REMUNERATION**

- 4.1 Base Salary. In consideration for the services to be rendered by the Employee hereunder during the Employment Period, the Employee shall receive an annual salary (the “**Base Salary**”) of a sum of INR , which shall be payable in equal monthly installments for each completed month of service. The payment will be made by the Company on the last working day of the month and in accordance with the Company’s then-current payroll practices applicable.
- 4.2 All payments made to the Employee by the Company for the services rendered to the Company, shall be subject to the withholding of taxes as applicable under applicable laws. Notwithstanding anything to the contrary contained herein, the Parties expressly agree that the Employee shall be liable for any income tax and all other applicable taxes arising out of the payments received by the Employee by way of remuneration or otherwise from the Company. The Employee hereby authorizes the Company to deduct from his/her remuneration (which for the purposes of this provision shall include salary, payment in lieu of notice, bonus/incentives, etc.) all debts/liabilities owed by the Employee to the Company or any other member of the Group Companies, including, but without limitation the balance of any outstanding loans advanced by the Company and/or deductions in respect of tax, contributions or social benefits.
- 4.3 The detailed breakup of the Employee’s overall remuneration (Base Salary, applicable statutory benefits/ contributions /payments, insurance, other benefits being provided by the Company), and statutory deductions such as TDS and/or as required under applicable laws including labor and employment laws, is provided at **Annexure-II**.
- 4.5 Reimbursements: The Company shall reimburse the Employee for all pre-approved expenses incurred by him/her in connection with the performance of services under this Agreement, upon submission of appropriate expense reports and documentation, in accordance with the Company’s policies and procedures.
- 4.6 The Board may review the Employee’s salary and other entitlements on a bi-annual basis, in accordance with the stated policy of the Company. In conducting such review, the Board shall take into account both market factors and the Employee’s job performance and may, at its sole discretion (and without being obligated to), make any necessary adjustments to the Employee’s emoluments. The Employee will be notified in writing of any changes to his emoluments.

**ARTICLE V
RULES, PROCEDURES, AND POLICIES**

- 5.1 The Company has established rules, procedures, and policies (collectively referred to hereinafter as “**Company Policies**”), These include policies related to holidays and leave, and others as may be decided or notified by the Company from time to time. The Company Policies may also be subject to amendments and additions as may be determined by the Company from time to time. As an employee, the Employee shall be under an obligation to comply with all Company Policies and all subsequent additions and amendments thereto. Such Company Policies shall be available for inspection at the human resources department of the Company during office hours. The Company shall endeavor to provide the Employee with information on these matters, but it shall be the obligation of the Employee to inquire as to their status on a regular basis.
- 5.2 (A) The Company has made available and/or provided access to the Employee of certain technology and digital assets such as laptop, approved software applications, server, email service, and others, as may be provided by the Company from time to time (“**Assets**”) to the Employee to enable the Employee to perform his/ her services hereunder. The Employee undertakes to use and maintain the Assets in a good state and not do anything that may

damage, deprecate, or otherwise hamper the usability or safety of the Assets. The Employee specifically undertakes to not install any software, application, program, code, or the like, in or upon or in relation to the Assets, without the prior written authorization and approval of the Company.

(B) Any damage, loss, or harm caused to the Assets (or to the Company / Group Companies) on account of unauthorized use of the Assets by the Employee including by use or installation of any unapproved / pirated software or applications in or upon or in relation to the Assets, shall be sole to the account of and liability of the Employee, and the Employee undertakes to fully indemnify the Company in this regard.

5.3 The Employee also undertakes to:

- (a) at all times comply with all applicable laws and regulations.
- (b) not, (whether on his/her own or through a third-party/person), directly and/or indirectly, give, offer (or promise to give or offer), or accept, receive (or agree to accept or receive) any improper, unethical or illegal payments of money or any improper, unethical or illegal thing of value (including, but not limited to, money, services, commissions, contributions, fees, gifts, bribes, payoffs, entertainment, influence payments, kickbacks, facilitation or expediting fee, grease payments or any other payment of similar nature) to any governmental, judicial or administrative authority or officer or to any client (or prospective client) of the Company /Group Companies or any other person, for any purpose whatsoever, including without limitation to obtain any professional, business, or personal advantage, favor, priority, opportunity or business.
- (c) not knowingly do or knowingly permit any act or thing that may reasonably be expected to cause damage, disparage, impair or otherwise prejudice the reputation, status, goodwill, or image of the Company /Group Companies or knowingly cause the Company /Group Companies to be in violation of any applicable laws or contractual obligations to which they are bound.
- (d) not use the Confidential Information (as defined in Clause 7.2 hereinbelow), Company's infrastructure, property, and Assets including intellectual property, Inventions (as defined in Clause 8.1 hereinbelow) for any personal use or purpose, or for any purpose other than what is permitted under this Employment Agreement.

5.4 Personal Data Protection: In order to keep and maintain accurate records relating to Employee's employment, it will be necessary for the Company to record, keep and process personal data relating to the Employee. This data may be recorded, kept, and processed on a computer and/or in hard copy form. To the extent that it is legally or reasonably necessary in connection with employment and the performance of the Company's responsibility as Employee's employer, it may be necessary for the Company to disclose this data to others. By signing this Employment Agreement, Employee consents to the recording, processing, use, disclosure, and transfer, both within India and elsewhere, by the Company of personal data relating to the Employee, in accordance with applicable laws. This does not affect the Employee's rights to request copies of the personal data of which Employee is the data subject and information about how that data is processed and the parties to whom any of such information may be disclosed.

**ARTICLE VI
NONCOMPETITION AND NON-SOLICIT**

6.1 Non-competition and non-Solicit. During the Employment Period and for a period of 3 years thereafter, the Employee shall not, directly or indirectly (other than as may be expressly permitted in this Employment Agreement):

- (i) work with or for, or provide products or services to, or be financially interested in, or be employed by or engage with in any manner whatsoever; with any client or customer of the Company and/or any client or customer of any of the Group Companies. For the purposes of this clause "client" or "customer" shall include any existing or potential client or customers of the Company/Group Companies at any point of time i.e., during the period prior to the date of commencement of the Employment Period, and/or during the Employment Period and/or thereafter; or
- (ii) solicit the business of, divert or take away, or attempt to solicit, divert or to take away, the business or patronage of, perform services for, or sell goods or services to any party which at any time was a customer or client or any other person which has a business relationship with the Company and/or any of the Group Companies, at any time during the period prior to the date of commencement of the Employment Period, and/or during the Employment Period and/or thereafter; or
- (iii) induce or attempt to influence any employee, independent contractor, or consultant of the Company and/or any employee, independent contractor, or consultant of any of the Group Companies, to terminate his/her employment with, or otherwise cease his/her relationship with, the Company/any Group Companies (as applicable); or
- (iv) employ or partner with, solicit, incite, canvass (including any attempts to do so) or assist anyone else to employ any person who was in the employment (whether full time or part-time) of the Company or any of the Group Companies, during the six-month period prior to the date of commencement of the Employment Period, the Employment Period and/or thereafter; or
- (v) engage in or be financially interested in, either on the Employee's own account or in conjunction with third parties, in any business operating anywhere in the world, which is competitive with the Company Business.
- (vi) not to work in any unmanned retail department, retail tech, or vending machine department of any organization directly or indirectly for the period of 24 months starting from the date of relieving.

The Employee shall be considered to be engaging in any activity which is competitive with the Company Business if he/she serves as a proprietor, partner, advisor, officer, director, employee, sales representative, agent, franchisee, consultant of, or for, any person or entity engaged in any business that competes with the Company Business, or if the Employee (or the persons/ entities mentioned above) beneficially holds, directly or indirectly, more than five percent (5%) of the voting securities of any entity, engaged in any business that competes with the Company Business.

6.2 Reasonability. If the period of time or the area specified in Section 6.1 above should be adjudged unreasonable in any legal proceeding, then the period of time shall be reduced by such period of time, or the area shall be reduced by the elimination of such portion thereof or both so that such restrictions may be enforced in such area and for such time as is adjudged to be reasonable.

ARTICLE VII
NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

- 7.1 Non-Disclosure of Confidential Information. The Employee acknowledges and agrees that the Employee shall in the ordinary course of his/her employment, be exposed and have access to information about the business, affairs, finance, or trade connections of the Company and/or the Group Companies, and their directors and clients which are proprietary, confidential and/or are commercially sensitive in nature and which may not be readily available to competitors or the general public and which if disclosed could cause significant harm to the Company, the other members of the Group Companies and/or the clients of the Company, or the other members of the Group Companies.
- 7.2 The Employee undertakes to keep strictly confidential, and to not, whether during the course of his/her employment with the Company or at any time, thereafter, disclose or divulge (whether deliberately or through lack of care or diligence) to any person, firm, company or organization or otherwise make use, whether for himself/herself or others, of any Confidential Information.

For the purposes of this Employment Agreement, "**Confidential Information**" includes:

- (i) any and all information shared with the Employee or acquired by the Employee pursuant and/or in relation to this Employment Agreement (and his/her role as an Employee hereunder), including, without limitation, information related to the Company (and the Group Companies), their work and services, business, operations, and affairs (including prospective business, operations, and affairs), client and customer details, trade secrets, books and records, codes, any and all information and data provided by their clients, customers or vendors, pricing, all work products, any and all information, documents, data and/or materials of any kind, including, but not limited to, financial information, projections, marketing plans, product formulae, specifications, processes, program codes, standards, evaluations, know-how, intellectual property, Inventions (as defined in Clause 8.1 herein below), plant and equipment information, HR information, information related to the composition of the products and services, research and development programs, designs, ideas, plans, sketches, drawings assemblies, formulae, videos, audio records, network or software architecture, security controls, software, presentations, drawings, systems, videos, marketing material, agreements, proposals, profiles, modules, memoranda, policies and guides, correspondence, discussions, negotiations, notes, papers, salary and employee information, promotional plans, any and all material and information owned and/or related to the Company and/or the Group Companies; whether in written, documentary, verbal, digital or other form; and
 - (ii) Any and all documents, memoranda, codes, designs, sketches, drawings, plans, notes, writings, materials, records, or other stored information of any kind or tangible items of any nature acquired, made or compiled by the Employee during the course of employment with the Company, including any copies or summaries of the items mentioned in (i) above, whether in written, documentary, verbal, digital or other forms.
- 7.3 Notwithstanding anything to the contrary in this Employment Agreement, the confidentiality undertakings of the Employee as contained in this Employment Agreement shall not apply to Confidential Information the disclosure of which (i) is required to comply with any applicable laws or regulations, or (ii) is mandated in writing to be disclosed by a legal, regulatory or judicial authority.
- 7.4 The Employee acknowledges that the Confidential Information is strictly confidential and/or proprietary information of the Company (and/or the Group Companies) and shall at the Company's request, and in any event, upon any termination or expiration of this Employment Agreement be returned to the Company (and/or the Group Companies as applicable) or permanently destroyed at the Company's instructions, with a written confirmation that no copies have been made or retained in any manner whatsoever.

- 7.5 Time Period for Confidentiality Obligations. The Employee's confidentiality obligations under this Article VII shall continue in perpetuity and shall not terminate purely from the passage of time or on termination of this Employment Agreement.

ARTICLE VIII INTELLECTUAL PROPERTY

- 8.1 Assignment: The Employee hereby irrevocably assigns to the Company (and/ or the Group Companies), all the Employee's right, title, and interest in and to any all inventions, original works of authorship, development, concepts, content, research work, work products, materials, programmed codes, designs, plans, formulae, specifications, processes, know how, protocols, presentations, reports, drafts, formats and templates, documents, proposals, profiles, modules, ideas, sketches, drawings, memoranda, videos, audios, records, notes, papers, any and all material, improvements or trade secrets, whether in written, stored, digital or other form, whether or not patentable or registrable under copyright or similar laws, which the Employee may solely or jointly conceive, create, develop, work on, improvise, or reduce to practice, or cause to be conceived, created, developed, worked on, improvise, or reduce to practice, in relation to the work and/or business of the Company (and /or Group Companies) during the Employment Period (collectively referred to as "**Inventions**"). The Employee acknowledges that the Company (and/ or the Group Companies), have and shall have full intellectual property rights over all Inventions, that all Inventions form part of Confidential Information, and that the Employee shall not use, copy, disclose, commercialize, reverse engineer the same in any manner whatsoever.
- 8.2 Maintenance of Records. The Employee agrees to keep and maintain adequate and current written records of all Inventions made by the Employee (solely or jointly with others) during his/her employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to and remain the sole property of the Company at all times.
- 8.3 Registrations. The Employee agrees to assist the Company (and/or the Group Companies), or its designee, at the Company's expense, in every proper way to secure the Company's (and/or the Group Companies) rights in the Inventions and any copyrights, patents, mask work rights, designs, or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company (and/or the Group Companies), of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments, deeds and all other instruments which the Company (and/ or the Group Companies), shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company (and/or the Group Companies), its successors, assigns, and nominees the sole and exclusive rights, the title and interest in and to such Inventions, and any copyrights, patents, mask work rights or other intellectual property rights relating thereto. The Employee further agrees that the Employee's obligation to execute or cause to be executed, when it is in the power of the Employee to do so, any such instrument or papers shall continue after the expiration or termination of the Employee's employment with the Company. If the Company (and/or the Group Companies), is unable because of the Employee's mental or physical incapacity or for any other reason to secure his/her signature to apply for or to pursue an application for any patents or copyright or other registrations covering Inventions or original works of authorship assigned to the Company (and/ or the Group Companies), as above, then the Employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as the Employee's agent and attorney, in fact, to act for and in the Employee's behalf and stead to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by the Employee in person.

- 8.4 Employee agrees that the Company (and/or the Group Companies), shall have the sole and exclusive right inter alia to use, modify, alter or adapt the Inventions, all audio/video content (including that which features or includes the Employee), and all related information, at all times, in the Company's (and/or the Group Companies, as applicable) sole discretion, including at any time post-termination of the Employment Agreement.
- 8.5 Time Period. The Employee's obligations under this Article VIII shall continue in perpetuity and shall not terminate purely from the passage of time or on termination of this Employment Agreement.

ARTICLE IX REPRESENTATIONS, WARRANTIES & COVENANTS

- 9.1 Representations and Warranties. The Employee hereby represents, warrants, and covenants that as on the Effective Date and through the entire duration of the Employment Period:
- (a) The Employee has executed and delivered this Employment Agreement as his/her free and voluntary act, after having determined that the provisions contained herein are of benefit to him/her and that the duties and obligations imposed on him/her hereunder are fair and reasonable and will not prevent him/her from earning a comparable livelihood following the termination of his/her employment with the Company or expiry of this Employment Agreement; and
 - (b) The Employee has read and fully understood the terms and conditions set forth herein, has had time to reflect on and consider the benefits and consequences of entering into this Employment Agreement and has obtained independent legal advice in connection with the execution of this Employment Agreement.
 - (c) The Employee has the right, power, and authority to execute and deliver and exercise his/her rights and perform his/her obligations under this Employment Agreement.
 - (d) This Employment Agreement constitutes legal, valid, and binding obligations of the Employee enforceable in accordance with its terms.
 - (e) there are no pending claims, actions, suits, or proceedings against him/her or affecting his/her assets). Further, there has been no event or occurrence which might reasonably be expected to have a material adverse effect on his/her ability to perform his/her obligations hereunder.

ARTICLE X TERMINATION OF EMPLOYMENT

- 10.1 Termination of Employment. Either Party may terminate this Employment Agreement, whether for convenience or for cause, by giving 30 days prior written notice to the other Party.
- 10.2 Any termination shall be without prejudice to any rights that might accrue to a Party prior to such termination.
- 10.3 Resignation as Director and as a member of other committees. Upon the termination of the Employee's employment under this Employment Agreement for any reason whatsoever, the Employee shall immediately resign as a director of the Company and/or as a member of any sub-committee thereof and/or other committees of the Company and in connection therewith (as applicable), and the Employee shall execute and furnish all necessary resignations and other documents as may be deemed appropriate by the Company in this regard.

ARTICLE XI
OBLIGATIONS UPON TERMINATION

11.1 Obligations Upon Termination.

- (a) Payments. Upon the termination of the Employee's employment for any reason under this Employment Agreement, the Company shall pay to the Employee, at the time of such termination, the monthly installment of the Base Salary (or part thereof) which is accrued for completed days of work but unpaid as on the date of termination together along with any other statutory dues owed by the Company to the Employee, any other accrued payments as per Annexure-II, and any unreimbursed pre-approved expenses incurred by the Employee in the course of his/her employment. Should any debts, expenses, or other outstanding dues be owed by the Employee to the Company, the Company shall be entitled to deduct/set off the same from the full and final payment as mentioned above.
- (b) The Employee shall forthwith return all the Assets provided to him/her by the Company in the same condition as it was provided to them, either by coming to the designated office premise of the Company and handing over the Assets personally to the authorized person at the Company or sending them by an approved courier service. The full and final payment of any dues owed to the Employee (as mentioned in Clause 11.1 (a) hereinabove) will only be cleared after all the Assets have been recovered in the right/good condition from the Employee.
- (c) The Employee shall forthwith return to the Company (and/or the Group Companies as applicable) all Confidential Information in his/her possession, or permanently destroy the same, at the Company's instructions; in each case with a written confirmation that no copies have been made or retained in any manner whatsoever.
- (d) The Employee shall do all such acts and things and provide all such reasonable assurances as may be required to consummate the transactions contemplated by this Employment Agreement, and the Employee shall provide such further documents or instruments required by the Company as may be reasonably necessary or desirable to effect the purpose of this Employment Agreement and to carry out its provisions.
- (e) The Employee shall hand over all the relevant information in relation to any pending projects, work matters, and assignments in which the Employee was involved and facilitate smooth and hassle-free transition of the same to the person as designated by the Company in this behalf.

ARTICLE XII

INDEMNITY & OTHER REMEDIES

- 12.1 Indemnity. The Employee hereby agrees to indemnify the Company (and/or the Group Companies) including their respective founders, directors, and shareholders (collectively the "**Indemnified Parties**"), to the fullest extent permitted by law and to save and hold harmless the Indemnified Parties, from and against all claims, liabilities, costs and suits, actions, demands, losses, damages, judgments, settlements, litigations, proceedings, awards, charges, penalties, interest claims, internal and/or external cost of investigation, and expenses (including legal expenses relating thereto) of whatsoever nature and howsoever described, brought or threatened against any of the Indemnified or incurred by any of the Indemnified Parties; arising out of the Employee's acts, omissions, negligence or any breach by the Employee of the terms and conditions of this Employment Agreement and/or any policies of the Company (and/or the Group Companies).
- 12.2 Remedies. The Employee acknowledges that the Indemnified Parties will suffer immediate, material, immeasurable, continuing, and irreparable damage and will not have an adequate remedy at law in the event of a breach (or threatened breach) by the Employee of any of the

Employee's obligations and undertakings under this Employment Agreement and/or any policies of the Company (and/or the Group Companies). The Employee hereby waives the claim or defence that an adequate remedy at law is available. The Employee acknowledges that the Indemnified Parties will be entitled to institute and prosecute proceedings in any court of competent jurisdiction to enjoin the Employee from violating any contractual or legal obligation and/or to compel performance of the Employee's obligations hereunder. Injunctive relief shall be in addition to any remedy to which the Indemnified Parties may be entitled, at law, contract, or in equity (including, but not limited to, action and judgment for damages), and the Employee hereby waives and relinquishes any requirement that the Company (and/or Group Companies) post a bond or other security for such injunctive relief.

ARTICLE XII MISCELLANEOUS

- 13.1 Notices. All notices and other communications required or permitted to be given under the provisions of this Employment Agreement shall be in writing in the English language and shall be deemed given upon: (i) delivery, if handed personally and in case of notice to the Company if handed personally to the operations manager; or (ii) if sent by mail (certified or registered mail, return receipt requested, postage prepaid) or by an internationally recognized courier service or by telecopy or facsimile transmission (with a request of assurance of receipt in a manner customary for communication of such type), upon the expiry of twenty-four (24) hours from dispatch or transmission, as the case may be, to the following persons at the following addresses, or to such other persons at such other addresses as any Party may request by notice in writing to the other Party to this Employment Agreement:

If to the Employee, to :

Attention: **Mohammad Khushbakht Malik**
Address: **Mohalla Katra, Post Mubarakpur,
Azamgarh, Uttar Pradesh - 276404**
Telephone: **9695313083**
Email: **mkmalik1998@gmail.com**

If to the Company, to :

Attention: **Human Resource Manager**
Address: **1680-C-3-L, Ground Floor L/S, Puri
Extension, Govindpuri Extn, New Delhi, South
Delhi, Delhi, 110019, India**
Telephone: **93118 16452**
Email: hr@vendify.in

- 13.2 Dispute Resolution. Any dispute or controversy arising out of or relating to this Employment Agreement shall be settled by arbitration to be held in Delhi in accordance with the Indian Arbitration & Conciliation Act 1996 (and rules thereunder) as then existing, in the English language, and shall be heard and determined by an arbitral tribunal composed of a sole arbitrator appointed by agreement between the Parties hereto. If the Parties fail to reach an agreement with respect to the appointment of an arbitrator within 30 calendar days of any Party's notice to the other Party of the existence of a dispute, the arbitrator shall be appointed pursuant to the said Act. The decision of the arbitrator shall be final, conclusive, and binding on the Parties. Notwithstanding the foregoing, nothing contained herein shall be deemed to prevent either Party from seeking and obtaining injunctive and equitable relief from any court of competent jurisdiction without the posting of any bond or other security. This Employment Agreement shall be construed with, and be governed by, the laws of India, and subject to the foregoing sentences of this Section 13.2, the Parties shall submit to the exclusive jurisdiction

of the [courts situated in Delhi] in the event of any dispute arising out of and/or in connection herewith.

- 13.3 Successors and Assigns. This Employment Agreement shall be binding on the successors and permitted assigns of the Company and shall inure to the benefit and be enforceable by and against its successors and permitted assigns. This Employment Agreement is personal in nature and the Employee cannot assign this Employment Agreement without the prior written consent of the Company. The Employee however agrees that the Company may assign all rights under the Employment Agreement along with the sale of all or substantially all of its assets and/or business, or merger, or a change of control.
- 13.4 Entire Agreement. This Employment Agreement and the provisions of the Company Policies contain the entire understanding and agreement between the Parties relating to the subject matter hereof and supersede all prior oral and written agreements, offer letters, and arrangements relating to the Employee's employment by the Company or by any other member of the Group Companies. In the event of any discrepancy between this Employment Agreement and the provisions of the Company Policies, this Employment Agreement shall prevail.
- 13.5 Counterparts. This Employment Agreement may be executed simultaneously in counterparts, each of which shall be deemed an original, and both of which counterparts shall together constitute a single agreement. A photocopy or electronic facsimile of this Employment Agreement shall also be deemed an original.
- 13.6 Illegality. If anyone or more of the provisions of this Employment Agreement shall be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby. There shall be substituted for any such provision held invalid, illegal, or unenforceable, a provision of similar import reflecting the original intent of the Parties to the extent permissible under law.
- 13.7 Severability. The Employee hereby acknowledges that time and other limitations contained in this Employment Agreement are reasonable and properly required for the adequate protection of the business and affairs of the Company (and the Group Companies), and in the event that any one or more of such time or other limitations is found to be unreasonable by a court of competent jurisdiction, the Employee hereby agrees and submits to the reduction of said time or other limitation to such an area, period or otherwise as such court may determine to be reasonable. In the event that any restriction or limitation under this Employment Agreement is found to be unreasonable or otherwise invalid in any jurisdiction, in whole or in part, the Employee hereby acknowledges and agrees that such restriction or limitation shall remain and be valid in all other jurisdictions covered by the territorial scope of his/her obligations hereunder.
- 13.8 Captions. The captions of the sections hereof are for convenience only and shall not control or affect the meaning or construction of any of the terms or provisions of this Employment Agreement. The Annexures appended hereto, form an integral part of this Employment Agreement.
- 13.9 Waiver. No failure or delay by the Company (and/or Group Companies) in exercising any of its rights, powers or remedies hereunder shall operate as a waiver thereof. No waiver by the Company of any breach by the Employee of any of the provisions contained herein shall be deemed to be a waiver of any subsequent breach of such provision or any other provision of this Employment Agreement.
- 13.10 Survival. The terms and provisions of this Employment Agreement which by their nature, are intended to survive the termination or expiry of this Agreement including but not limited to the provisions of Article 5.2(B), VI, VII, VIII, X, XI, XII and XIII of this Employment Agreement shall survive any termination or expiry of this Employment Agreement.
- 13.11 Amendments: Any amendment or alteration to this Employment Agreement has to be in

writing and agreed as such by both the parties hereto.

13.12 Cumulative Remedies: The rights and remedies provided by this Employment Agreement are cumulative and the use of anyone's right or remedy by any party shall not preclude or waive its right to use any or all other remedies. The said rights and remedies are given in addition to any other rights the parties may have by law, statute, ordinance, contract, or otherwise.

IN WITNESS WHEREOF, the undersigned Parties have executed this Employment Agreement on the date, month, and year first written hereinabove.

COMPANY:

By:
Name: **Koushik Mondal**
Title: **AVP, Operations**
Email-address: **hr@vendify.in**

EMPLOYEE:

Signature:
Name: **Mohammad Khushbakht Malik**
Title: **Flutter Developer**
Email-address: **mkmalik1998@gmail.com**



APPOINTMENT LETTER

January 18, 2022

Dear Manish Chauhan,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Manish Chauhan, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Manish Chauhan

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Manish Chauhan 18/1/2022 7:31 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

22954186

December 31, 2021

Ratnesh Chaudhary
India

Dear Ratnesh :

We are excited to share that All e Technologies Pvt. Ltd. (Alletec) is pleased to confirm our offer to you for an Integrated Training & Employment opportunity [Refer Annexure A], for the position of Technical Trainee, located in Noida.

The training would be a combination of hands-on experience and regular mentoring. The training duration will be **six months**, starting from **25-July-2022**. or as mutually determined. We invite you to join us in living our mission to enable organizations worldwide enhance predictability.

At Alletec we understand how important it is that each person brings their uniquely diverse set of skills and experience to our team. We know we will benefit from your talent, and we offer you an incredible group of people who will give you access to personal development, modern technologies & tools, tremendous customer experiences, and the freedom to explore new ideas. Together we can and will make a difference.

Alletec has extended this offer to you based upon your unique knowledge, background, experience, skills & abilities, and not because of your knowledge of your current employer's or any previous employer's trade secrets or other confidential information.

We want you to bring those unique talents to Alletec and make us even better! As a condition of employment at Alletec, you will be required to sign Alletec's standard Employee Agreement in which you agree, among other things, not to disclose to Alletec or use in your employment with Alletec any confidential or proprietary information or trade secrets of any current or prior employer.

Compensation: During the training period you will receive a stipend of **INR 20000** per month. Upon successful completion of the training, and subject to a **positive performance evaluation and completion for assigned certification** you would be inducted in the organization in the position of **Associate Consultant** at a gross total compensation of **CTC 5 Lacs p.a. (CTC)**.

Salaries are paid on monthly basis. Please note that this is a full-time engagement. This means - you shall not engage in any other professional assignment, with or without commercial benefits, without prior approval from the organization.

Please sign and return to us a copy of this letter as token of your acceptance of the offer. Unless accepted, this offer has a validity of 1 week.

Sincerely,

For All e Technologies Pvt. Ltd.



Authorized Signatory

Annexure - C

A. Bond:

You are required to execute a service contract, at the time of joining. As per the service contract, you are required to work with Alletec for a minimum period of 2 Years, otherwise you are required to pay INR 2.0 Lakhs to partially cover the cost of training imparted to you.

B. Address:

The Organization's address for communication (for matters related to your employment):
All e Technologies (Pvt.) Ltd.
A1, Sector-58, Noida, Uttar Pradesh-201301
Email: Alletec-HR@alletec.com

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Alletec, one of our goals is to afford all our members the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Alletec values your abilities and believes that you will have an atmosphere in which you can develop your professional talents to the fullest. As a token of your acceptance of our offer of employment, please sign in the space provided below and return a copy to us.

Authorized Signatory



ACCEPTANCE

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and All e Technologies Private Limited. This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name:

Date:

February 2, 2022

Training & Offer Letter

Dear Piyush,

Congratulations!

We are pleased to inform you that you have cleared our selection process. We'd like to offer you a training and subsequent job at Nagarro. You will begin your career as a **Trainee** and upon successful completion of your training, you will be promoted to be an **Associate Engineer** at Nagarro.

Training is an essential part of any fresher's onboarding process as it provides opportunities to work on latest technologies and exciting projects. We believe that the best way to learn is by working on real-world applications as compared to dummy projects.

We expect you to join us on March 9, 2022, when you will be in your last semester. You will be paid a stipend of Rs 19,000/- per month during the training period i.e., till September 2022.

If your performance is rated truly exceptional (outstanding) during training, you will be promoted to Associate Engineer just after 6 months of training on a package of *Rs 4.5 LPA. If your performance is rated less than outstanding during the period, you will be promoted to **Associate Engineer** in **November 2022**.

In case of any query related to your offer please drop in an email at campushiring@nagarro.com

To help complete joining formalities, may we request you to carry the following documents with you on the joining date.

- One Passport size photograph
- Proof of age
- Proof of Education Qualifications

We welcome you to a passionate and fun-filled pursuit of excellence at Nagarro!



Swati Yadav
Director
People Enablement, Nagarro

*The offer placed to you will be valid only if you attend the training period with Nagarro. In case you do not attend, the offer shall be withdrawn.



APPOINTMENT LETTER

January 22, 2022

Dear Pranjali Sarkari,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Pranjal Sarkari, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Pranjal Sarkari

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature [Pranjal Sarkari 22/1/2022 12:01 PM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23045214



30-Dec-21

To,
Rahul Jaiswal
Sanjay Nagar, Cantt,
Tagore Road,
Kanpur Nagar,
Uttar Pradesh

Dear Rahul,

Congratulations on successfully clearing our Graduate Engineering Trainee selection process. We, Metacube Software Private Limited, a Metacube Group Company, are pleased to offer you an appointment as **Trainee Software Engineer**.

The documents included in this offer and constituting the whole Employment Contract between you and Metacube Software Private Limited (Company), are as follows :

1. Offer of Employment
2. Terms of Employment
3. Employee Confidentiality and Intellectual Property Assignment Agreement
4. Training and Compulsory Service Agreement

In addition to the terms and conditions mentioned in documents 2 to 4 listed above, the following terms and conditions shall also apply:

Eligibility

This offer of employment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the professional degree that forms the basis of this appointment.

Joining

You shall join the Company on **01-Feb-22**. The Company may however change the joining date at its discretion.

Training/Probation period

The training/probation period will be for a period of 6 (six) months from the date of your joining. On expiry of your probation period, the Company shall confirm your appointment, subject to your satisfactory performance and availability of a suitable vacancy in any of Metacube Group Companies.

Compensation

1. You will be paid **Rs 10,000/- per month** for the training/probation period. .
2. On successful completion of training, your annual compensation will be revised to **Rs. 500854** effective from **August 01, 2022**. The details for the compensation are given as **Annexure 1 of Terms Of Employment**.



3. Your annual compensation will be revised to **Rs. 575854** effective from **August 01, 2023**. The details for the compensation are given as **Annexure 2 of Terms Of Employment**.

Compulsory Condition

Considering that the Company will be incurring substantial expenses on your training, it shall be compulsory for you to serve the Company for 24 (Twenty four) months from the date of successful completion of training/probation period. In case you leave the Company before completing the training/probation period or the post training compulsory service period, the Company shall be entitled to recover a sum of Rs. 2,00,000 (Rupees Two Lakhs only) from you as liquidated damages. To ensure this condition you shall also enter into a separate Training and Compulsory Service Period Agreement with the Company on non-judicial stamps of requisite value.

Assessment

During the training/probation period your performance would be assessed on a regular basis through classroom interaction, practical assignments, tests and other means. At the end of fourth and eighth month from your date of joining, if your cumulative performance is not found to be as per the desired standards, you may be disallowed to continue as an employee at the sole discretion of the Company without giving any notice.

Misconduct/Indiscipline

In case of any misconduct or act of indiscipline you may be disallowed to continue as an employee as per Company's 'Disciplinary Action Guidelines'.

We welcome you to the team and look forward to you having a long successful career with us.

Yours truly,

For Metacube Software Private Limited

DocuSigned by:

66B9B3D3338A4BB...

Esha Chowdhary
Head Human Resources

By signing below, the Employee understands and acknowledges that the Company is offering the employment for a salary, and in consideration of this salary, the Employee hereby accepts the Offer of Employment. Both the Employee and Company hereby agree to abide by all conditions stated in the above listed and hereto attached documents, collectively referred to as the Employment Contract.

Employee:

DocuSigned by:

9C69AE430B1C4AB...

Rahul Jaiswal



TERMS OF EMPLOYMENT

I, **Rahul Jaiswal**, as a condition of my employment or continued employment with **Metacube Software Pvt. Ltd.** (Company) and receipt of the compensation now and hereafter paid by Company, agree to the following Terms of Employment:

1. Terms and Conditions

In accepting employment by Company, I have not relied and will not rely on any statements or representation, whether oral or in writing, by any officers, employees or agents of the Company concerning the terms and conditions of employment except those specifically stated in writing and signed by both me and an authorized officer of the Company.

2. Joining Formalities

I understand that this Terms of Employment will become effective from **01-Feb-22**, and I will need to submit the following documents on or before the Joining Date:

- Passport size photographs (5 Nos.)
- Permanent residence proof and address of my current residence.
- Relieving Letter from the previous employer (if applicable).
- Experience Certificate from the previous employer (if applicable).
- Last two months' salary slip from the previous employer (if applicable).
- Self-attested photocopies of academic certificates in X, XII, graduation and post-graduation (if applicable).
- Contact details of two references.

3. Background Check

I understand that the Company may on its own or through an external agency perform a background check on me and I have no objection to the same. The background check may involve obtaining feedback from the references provided by me.

If the background check reveals unfavourable results, I will be liable to disciplinary action, including termination of employment without notice and there will be no liability to the Company whatsoever.

4. Compensation and its Confidentiality

I understand that my compensation will be as outlined in Annexure 1.

I understand that my compensation is confidential information and I agree that I will maintain utmost confidentiality with regard to my compensation and benefits. I will not discuss my compensation and benefits with anyone, but with the supervisor I report to.

5. Workplace, Transferability and Assignment

I understand that my initial workplace will be: **SP-6, Phase IV, EPIP, Sitapura, Jaipur, India 302022.**

Metacube Group Companies

Metacube Software Private Limited, together with its subsidiaries, holding company/entity and



associate companies/entities, is hereinafter referred to as the Metacube Group. All the companies/entities belonging to the Metacube Group are referred to as the Metacube Group Companies.

Assignment

Company may in its sole discretion assign my Terms of Employment to any Metacube Group Company by written notice to me.

Transferability across locations

I understand that my services are transferable across locations and I may be transferred to any office of a Metacube Group Company, or may be required to work out of a client location, or any such offices as determined by the Company.

Policy Applicability

I understand that I shall comply with Company's policies, as applicable to me from time to time. In case my employment is assigned to another Metacube Group Company, or in case I am deputed to any Metacube Group Company or client site, or I am transferred to any office of Metacube Group Company or any such offices as determined by the Company; I will be governed by the policies of that Metacube Group Company and/or location.

Any refusal to take up the assignment or projects assigned to me for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action, including termination of my services with the Company and there will be no liability to the Company whatsoever.

6. Company's Belief and Work Culture

I will subscribe to Company's beliefs and work culture, and will put in my best efforts to strengthen them.

Professional Environment	The Company will lay stress on the development of professional environment of the highest standard within the organization and outside it.
Perfection	The Company will march relentlessly towards perfection in its products and services.
Customer Satisfaction	The Company will use customer satisfaction as the major yardstick for judging the effectiveness and performance of the products and services delivered by it.
Technological Leadership	The Company will continuously work towards gaining and retaining technological leadership. Knowledge will always be treated as one of the very important assets.
Contribution	The Company will keep the advancement of the society, state and country in its perspective when deciding its policy and course of action.
Team Work	The Company will work towards developing a team of motivated, sincere and professional members who will work as a cohesive and synchronized group towards the collective goals.



7. Adherence to rules and regulations

I will follow all the rules and regulations of the Company and comply with all the provisions of Metacube Group Employee Handbooks, policies, health and safety procedures, code of conduct or other such documents that are issued by the Company, from time to time. Such rules, regulations, handbooks, policies or provisions may be added, modified, suspended, or canceled by Company at any time without notice.

I fully understand that in case of any act of indiscipline, non-cooperation, disobedience, misconduct or working against Company's interests on my part, the Company reserves the right to discontinue my services with immediate effect. There will be no liability to the Company whatsoever in this case.

8. Conflicting Employment or Activity

I agree that, during the term of my employment with Company, I will not work for any employer other than the Company. I will neither engage in any occupation, consulting or other business activity, nor in any other activities that conflict with my obligations to Company without seeking prior approval from the Company.

9. Term and Notice Period

I agree that unless specifically stated in writing and signed by both me and an authorized officer of the Company, subject to controlling law, any employment granted to me is at will and for an indefinite term and that such employment may be terminated at any time by giving a 60 days' written notice either by me or by the Company for any or no reason whatsoever.

In case of insufficient notice from either side, the defaulting party would be liable to pay an amount equivalent to the Base Salary (as set out in Annexure 1), excluding the Company's contribution to the provident fund, for the insufficient notice period. However due to exigencies of business, the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

In case I leave the employment in less than one year from the Joining Date, I also agree to refund the following, if applicable- a) amount Company has paid as fee to the recruitment consultant, b) joining bonus and c) relocation expenses and the Company shall be entitled to set-off the same from any dues payable to me, if it so deems fit.

10. Employee's Inability To Contract For Employer

I agree that, I will not have the right to make any contracts or commitments for or on behalf of the Company without first obtaining express written consent from the Company.

11. Gift from third party :

I will not accept any money, gift, reward or compensation for personal gains from or otherwise place myself under pecuniary obligation to any person or client with whom I may be having official dealings.

12. Returning Company Property :

I agree that, at the time I leave the employment of Company, I will deliver to Company (and will not keep in possession, recreate or deliver to anyone else) Company's assets/property, or all confidential



information, source code, object code, hardware devices, equipment, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, books and any other documents or reproductions of any aforementioned items (*in whatever form*) developed by me (solely or jointly with others) pursuant to employment with Company or otherwise belonging to Company, its successors or assigns.

13. Equitable Relief:

I agree that it would be impossible or inadequate to measure and calculate Metacube Group Companies' damages from any breach of the covenants set forth in the Employment Contract (defined hereinafter). Accordingly, I agree that upon breach of any terms or conditions of Employment Contract, Metacube Group Companies will have available, in addition to any other right or remedy available, the right to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach and/or to specific performance of any such terms or conditions of Employment Contract. I further agree that no bond or other surety shall be required in order to obtain such relief and I hereby consent to such jurisdiction and/or to any order of specific performance.

14. Indemnity :

I shall, at my own cost and expense, indemnify, defend or settle, and hold Metacube Group Companies, their directors, shareholders, officers, employees, consultants and customers free and harmless from and against any and all losses, liabilities, claims, actions, costs and expenses, including attorneys' fees and court costs, relating to, resulting from or in any way arising out of breach of terms and conditions under Employment Contract.

15. Data Privacy:

By executing this Terms of Employment, I permit the Company to use my personal information or sensitive personal data or information as provided or may be provided to the Company in connection with my employment and stored by the Company in electronic medium. Thus, in connection with my employment, the Company is entitled to collect, store, analyze and even share my personal information or sensitive personal data or information with Company's consultants, advisors or any third party to comply with the requirements of any applicable law or for any other lawful purposes.

For avoidance of doubt, I acknowledge that the Company shall not be responsible for authenticity of the information provided by me. I understand that I may choose to withdraw this consent by writing to the Company. However, my employment is contingent upon my continued consent to the Company's usage of my personal information or sensitive personal data or information as aforesaid.

I understand that all data/communication happening on Metacube Group Company computer resources is property of Metacube Group and the same can be accessed/reviewed by the concerned Metacube Group Company.

16. Non-Compete, Non-Solicitation and Non-Interference:

I shall not during the term of this Terms of Employment and for a period of three (3) years immediately following the termination of this Terms of Employment for any reason, anywhere in the world (i) directly or indirectly for my own account or as an employee of any third party or as a partner, officer, consultant, agent, proprietor, principal, corporate officer, or shareholder (other than shares regularly traded in a recognized market) of any third party, solicit Metacube Group Companies' business from any of its present or future customers (other than on behalf of Metacube Group Companies); (ii) or otherwise interfere with any business relationship of Metacube Group Companies.

I agree not to accept any offer of employment from any of the Metacube Group Companies' customer during the term of employment, and wherever that customer is located, for a period of twelve (12)



months after I cease to be employed by Metacube except with the Metacube's written permission.

I shall not during the term of this Terms of Employment and for a period of two (2) years immediately following the termination of this Terms of Employment for any reason, either directly or indirectly solicit, induce, recruit or encourage any of Metacube Group Companies' employees or consultants to leave their employment or consulting relationship, or take away such employees or consultants, either for myself or for any other person or entity.

17. General Provisions:

a) Entire Contract and Alteration:

The Employment Contract, i.e., 'Offer of Employment', this 'Terms of Employment', 'Employee Confidentiality and Intellectual Property Assignment Agreement' and 'Training and Compulsory Service Agreement', sets forth the entire agreement and understanding between the Company and me relating to the subject matter herein and merges all prior discussions between us. No modification or amendment to the Employment Contract, nor any waiver of any rights, will be effective unless in writing signed by the party to be charged.

Any subsequent change or changes in my duties, salary or compensation, workplace, etc. will not affect the validity or scope of the Employment Contract.

b) Governing Law and Jurisdiction:

The laws of India, will govern the Employment Contract, and I hereby expressly consent to the exclusive jurisdiction of the competent courts in the State of Rajasthan for any lawsuit arising from or relating to my employment.

c) Severability:

If one or more of the clauses in this Employment Contract are deemed unenforceable, then the remaining clauses will continue in full force and effect.

d) Successors and Assigns:

This Employment Contract will be binding upon my heirs, executors, administrators and other legal representatives and will be for the benefit of the Company, its successors, and its assigns.

e) Reasonableness of Restrictions:

I have carefully read and considered the provisions of Employment Contract and, having done so, agree that the restrictions set forth therein (including, but not limited to, the time period of restriction and the geographical areas of restriction) are fair and reasonable and are reasonably required for the protection of the interests of Metacube Group, its officers, directors, shareholders and employees.

f) Notices:

Any notice or communication to be given by me or the Company under the Employment Contract shall be in writing and shall be deemed to be duly served if delivered by prepaid registered post acknowledgment due or through a recognized courier service, by hand delivery, fax or by email to the following address:

To **Metacube Software Private Limited** at:

Kind Attn.: Head Human Resources

Address: SP-6, Phase IV, EPIP, Sitapura, Jaipur - 302022, India

Fax: 91-141-2771691

E-mail: hrd@metacube.com



To **Employee** at:

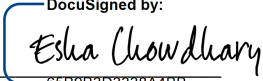
Rahul Jaiswal
Sanjay Nagar, Cantt,
Tagore Road,
Kanpur Nagar
Uttar Pradesh
E-Mail: rahulknp784@gmail.com

Any notice given as provided by this Clause shall be deemed to be received by me or the Company to whom it is addressed when:

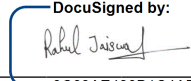
- in the case of any notice delivered by hand, when so delivered and acknowledged by the receiving party;
- if sent by pre-paid post acknowledgment due or through a recognized courier service, when received;
- if sent by fax or e-mail, in case fax or email is sent in business hours then immediately on delivery and if sent post 6 p.m., then on the next business day at 9 a.m. Provided the recipient of such fax or e-mail acknowledges receipt of the same immediately.

I or the Company may, from time to time, change its address or representative for receipt of notices provided for in Employment Contract by giving to the other party not less than ten (10) days prior written notice.

Metacube Software Private Limited:

DocuSigned by:

65B9B3D3338A4BB...
Esha Chowdhary
Head Human Resources

Employee:

DocuSigned by:

9C69AE430B1C4AB...
Rahul Jaiswal

Encl: as below

ANNEXURE 1**COMPENSATION BREAKUP - I**

	Monthly	Annually
(A) Monthly Base Salary		
Basic Pay	15000	180000
House Rent Allowance	6000	72000
Transportation Allowance	3000	36000
Executive Allowance	5550	66600
Medical Allowance	1250	15000
Employer's contribution to PF	1800	21600
Total (A)	32600	391200
(B) Additional Monthly Allowances		
Project Hot Skill Allowance (PHSA)	4250	51000
Fast Track Allowance	1500	18000
Total (B)	5750	69000
(C) Total Monthly Salary (A+B)	38350	460200
(D) Fixed Annual Components		
Compulsory Service Period Bonus		25000
Total (D)		25000
(E) Fixed Annual Compensation (C+D)		485200
(F) Other Benefits		
Gratuity		8654
Term Insurance		1000
Group Personal Accident Insurance		300
Covid Compensation Insurance		700
Medical Insurance		5000
Total (F)		15654
Gross Annual Compensation (E+ F)		500854

Leave Encashment - In addition to the above Gross Annual Compensation, you are entitled to a leave encashment of upto Rs. 18480/- for the unavailed leaves in a calendar year as per leave encashment policy of the Company. Your Revised Gross Annual Compensation including potential leave encashment will be Rs. 519334/-.



A. Calculation of Components

1. **Provident Fund :** Employer and employee provident fund contribution shall be as per applicable law for the employees that are mandatorily covered by such law. For the employees that are not mandatorily covered by such law the employer and employee provident fund contribution is decided through mutual consent
2. **Gratuity:** As per statutory provisions stated under “The Payment of Gratuity Act, 1972”.
3. **Leave Encashment:** As per leave encashment policy of the Company. The maximum leave encashment amount has been calculated based on 18 days of unavailed leaves.
4. **Term Insurance:** Sum insured of Rs. 10 lakhs or such other sum, as per the terms and conditions of the group term insurance policy taken by the Company.
5. **Group Personal Accident Insurance (GPAI):** Sum insured of Rs 10 lakhs, as per the terms and conditions of the group personal accident insurance policy taken by the Company.
6. **Covid Compensation Insurance:** Sum insured of Rs. 10 lakhs, as per the terms and conditions of the group Covid compensation insurance policy taken by the Company.
7. **Medical Insurance:** Medical Insurance of up to Rs. 3 lakhs or such other sum, as per the terms and conditions of the group medical insurance policy taken by the Company.
8. The amounts mentioned for Term Insurance, GPA Insurance, Covid Compensation Insurance and Medical Insurance under Other Benefits (F) are based on estimated cost to Company and subject to variation.

B. Eligibility and Terms of Payment

1. **Eligibility:** I will become eligible for all Annual Components only on completion of the appraisal year applicable to me. If I leave the employment in the middle of my current appraisal year, then I agree that I will not be eligible for these Annual Components for that appraisal year.
2. **Compulsory Service Period Bonus :** This amount will be paid immediately upon completion of your appraisal year.
3. In case any Annual Component is paid to me in advance before completing my appraisal year, and I leave the employment before completion of that appraisal year, then I agree that such Annual Component paid to me in advance will get adjusted from my final payment.
4. **Income Tax:** I will bear Income Tax in respect of the above mentioned compensation package. Any payments made by the Company to me shall be subject to withholding tax, if any.

ANNEXURE 2**COMPENSATION BREAKUP - II**

	Monthly	Annually
(A) Monthly Base Salary		
Basic Pay	15000	180000
House Rent Allowance	6000	72000
Transportation Allowance	3000	36000
Executive Allowance	5550	66600
Medical Allowance	1250	15000
Employer's contribution to PF	1800	21600
Total (A)	32600	391200
(B) Additional Monthly Allowances		
Project Hot Skill Allowance (PHSA)	4250	51000
Fast Track Allowance	1500	18000
Total (B)	5750	69000
(C) Total Monthly Salary (A+B)	38350	460200
(D) Fixed Annual Components		
Compulsory Service Period Bonus		100000
Total (D)		100000
(E) Fixed Annual Compensation (C+D)		560200
(F) Other Benefits		
Gratuity		8654
Term Insurance		1000
Group Personal Accident Insurance		300
Covid Compensation Insurance		700
Medical Insurance		5000
Total (F)		15654
Gross Annual Compensation (E+ F)		575854

Leave Encashment - In addition to the above Gross Annual Compensation, you are entitled to a leave encashment of upto Rs. 18480/- for the unavailed leaves in a calendar year as per leave encashment policy of the Company. Your Revised Gross Annual Compensation including potential leave encashment will be Rs. 594334/-.



A. Calculation of Components

1. **Provident Fund :** Employer and employee provident fund contribution shall be as per applicable law for the employees that are mandatorily covered by such law. For the employees that are not mandatorily covered by such law the employer and employee provident fund contribution is decided through mutual consent
2. **Gratuity:** As per statutory provisions stated under “The Payment of Gratuity Act, 1972”.
3. **Leave Encashment:** As per leave encashment policy of the Company. The maximum leave encashment amount has been calculated based on 18 days of unavailed leaves.
4. **Term Insurance:** Sum insured of Rs. 10 lakhs or such other sum, as per the terms and conditions of the group term insurance policy taken by the Company.
5. **Group Personal Accident Insurance (GPAI):** Sum insured of Rs 10 lakhs, as per the terms and conditions of the group personal accident insurance policy taken by the Company.
6. **Covid Compensation Insurance:** Sum insured of Rs. 10 lakhs, as per the terms and conditions of the group Covid compensation insurance policy taken by the Company.
7. **Medical Insurance:** Medical Insurance of up to Rs. 3 lakhs or such other sum, as per the terms and conditions of the group medical insurance policy taken by the Company.
8. The amounts mentioned for Term Insurance, GPA Insurance, Covid Compensation Insurance and Medical Insurance under Other Benefits (F) are based on estimated cost to Company and subject to variation.

B. Eligibility and Terms of Payment

1. **Eligibility:** I will become eligible for all Annual Components only on completion of the appraisal year applicable to me. If I leave the employment in the middle of my current appraisal year, then I agree that I will not be eligible for these Annual Components for that appraisal year.
2. **Compulsory Service Period Bonus :** This amount will be paid immediately upon completion of your appraisal year.
3. In case any Annual Component is paid to me in advance before completing my appraisal year, and I leave the employment before completion of that appraisal year, then I agree that such Annual Component paid to me in advance will get adjusted from my final payment.
4. **Income Tax:** I will bear Income Tax in respect of the above mentioned compensation package. Any payments made by the Company to me shall be subject to withholding tax, if any.



EMPLOYEE CONFIDENTIALITY AND INTELLECTUAL PROPERTY ASSIGNMENT AGREEMENT

THIS CONFIDENTIALITY AND INTELLECTUAL PROPERTY ASSIGNMENT AGREEMENT (hereinafter referred to as the ("**Agreement**") is made as of the **01-Feb-22** ("**Effective Date**"), by and between Metacube Software Pvt. Ltd. ("**Metacube**") SP-6, Phase IV, EPIP, Sitapura, Jaipur - 302022, India and **Rahul Jaiswal, Son of Rajesh Jaiswal** resident of **Sanjay Nagar, Cantt, Tagore Road, Kanpur Nagar, Uttar Pradesh** ("**Employee**"), where in the parties agree as follows:

1. Definitions and Interpretation

1.1 "Confidential Information" shall mean information concerning products or services, know-how, research and development, customers, trade secrets and other proprietary information of a) Metacube Group Companies and b) any of Metacube's customers ("**Customers**"), which is disclosed in oral, graphic, written, electronic or machine readable form, sample or any other form by Metacube Group Companies or by any Customer to Employee, whether or not the information is expressly stated to be confidential or marked as such.

Confidential Information of Metacube Group Companies and/or Customers shall include but is not limited to:

- Business strategy, plans and policies of Metacube Group Companies and/or Customers; including but not limited to those related to human resources, marketing, sales and finance.
- Internal information or data regarding the employees, customers, vendors, suppliers and other contractors of Metacube Group Companies and/or Customers;
- Research and development plans, particularly information relating to the development of software, hardware and processes by Metacube Group Companies and/or Customers;
- Financial data, in particular, concerning budgets, accounts, the fees and revenue calculations, sales figures, financial statements, and profit expectations of Metacube Group Companies and/or Customers;
- "Intellectual Property" as defined in 1.2 of Metacube Group Companies and/or Customers;
- Confidential and proprietary information given to Metacube Group Companies and/or Customers by a third party such as, but not limited to, software programs provided under a license, subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes;
- Any original information supplied by Metacube Group Companies and/or Customers which is not publicly available whether or not specifically designated as confidential.

Confidential Information does not include information that was

- Published or is otherwise readily available to the public other than by a breach of this Agreement;
- Rightfully received by Employee from a third party without restriction; or
- Known to Employee prior to its first receipt from Metacube Group Companies, as evidenced by written records provided by the Employee to the Metacube Group Companies; or
- Required to be disclosed by Employee or Metacube Group Company under law or order of any government authority or a court.

Provided the Employee provides prior written notice to the concerned Metacube Group Company before making such disclosure and request for confidential treatment of any information so disclosed.

1.2 "Intellectual Property" shall mean to include all patents, trademarks, logos, processes, business processes, domain names, works of authorship, mask works, designs, developments, utility models, copyrights whether registered or unregistered, including, but not limited to moral rights and any



similar rights in any country, whether negotiable or not and also includes any applications for any of the foregoing and the right to apply for them in any part of the world; and all ideas, concepts, inventions, creations, discoveries, programs, codes, software, algorithms, formulae, databases, trade secrets, research reports, technical reports, training content, training methodologies, service marks, trade dress, topography rights, rights subsisting now or in the future in any part of the world, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, and rights to claim priority from, such rights for their full term, know-how related to the Metacube Group Company's and/ or Customer's activities, improvements thereupon, additions to or any research efforts relating to any of the above, whether registrable or not and any correspondence or documents relating to any of the above.

1.3 "**Metacube Group Companies**" shall have the same meaning as ascribed to it in Terms of Employment.

2. Obligations

2.1 During the term of Agreement and thereafter, Employee shall ensure that Employee will not infringe or misappropriate any Intellectual Property of Metacube Group Companies, or any Customer, or any third party.

2.2 During the term of Agreement and thereafter, Employee agrees that Employee will not improperly use or disclose any confidential information or trade secrets of any former employer or other person or entity and that Employee will not bring onto the premises of the Metacube Group Companies any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.

2.3 Employee agrees during the term of this Agreement and thereafter that it will take all steps reasonably necessary to hold Confidential Information in trust and confidence, and will not use Confidential Information in any manner or for any purpose not expressly set forth in this Agreement, and will not disclose any such Confidential Information to any third party without first obtaining Metacube's express written consent on a case-by-case basis. Employee shall protect the Confidential Information from disclosure to a third-party using the same level of care it uses to protect its own confidential information, but in no event less than reasonable care.

2.4 Assignment of Intellectual Property. Employee agrees that Employee will promptly make full written disclosure to Metacube, and will hold in trust for the sole right and benefit of Metacube, and hereby assign to Metacube, or its designee, all his rights, titles and interests in and to any and all Intellectual Property, whether or not patentable or registrable under applicable laws, which Employee may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, within the scope of or during the term of Terms of Employment and this Agreement. Employee further acknowledges that all Intellectual Property made by Employee (solely or jointly with others) within the scope of or during the term of this Terms of Employment and this Agreement are "works made for hire".

Employee assigns all his rights, titles and interests in Intellectual Property in favour of Metacube throughout the world and in perpetuity. The Employee further agrees that Sections 19(4), 19(5) and 19(6) of the (Indian) Copyright Act, 1957 or any amendments thereto will not apply to this Agreement.

Employee shall not claim any rights (including Intellectual Property rights, royalty etc.) over the work done by Employee for Metacube Group Companies and/or any of the Customers of Metacube Group Companies and shall not make any claim in this regard and which shall always remain the property of Metacube throughout the world and in perpetuity.

Employee shall not without the Metacube's prior written consent, enter into any arrangement where any third party is commissioned or appointed (in his own capacity or as his agent) to assist Employee in any manner that may confer any rights, interest or title with respect to such Intellectual Property upon such third party. Notwithstanding the foregoing, Employee shall forthwith upon demand, secure the valid assignment or licenses from such third party upon terms acceptable to Metacube so that the said rights may vest legally and exclusively in Metacube or to any nominee or assignee of Metacube as



may be directed.

Employee agrees to assist Metacube, or its designee, at Metacube's expense, in every proper way to secure Metacube's rights in the Intellectual Property in any and all countries, including the disclosure to Metacube of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which Metacube shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to Metacube, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Intellectual Property.

If Metacube is unable because of Employee's mental or physical incapacity or for any other reason to secure his signature to apply for or to pursue any application for any Indian or foreign patents or copyright registrations covering Intellectual Property or original works of authorship assigned to Metacube as above, then Employee hereby irrevocably designates and appoints Metacube and its duly authorized officers and agents as his agent and attorney in fact, to act for and in his behalf and stead to execute and file any such applications and to do all other lawfully permitted acts with the same legal force and effect as if executed by Employee. Employee acknowledges that his remuneration includes compensation for the confirmation and the assignment to Metacube of all intellectual property rights with respect to such Intellectual Property.

Employee covenants and agrees that authorized signatories of Metacube Group Companies shall, as necessary, be Employee's legal representative to make any applications for design, copyright, patents or any other Intellectual Property for which Employee is the inventor or author, and shall be authorized to execute and submit any necessary oaths or statements on Employee's behalf for this purpose.

2.5 Maintenance of Records. Employee agrees to keep and maintain adequate and current written records of all Intellectual Property made by Employee (solely or jointly with others) during the term of Terms of Employment and this Agreement. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by Metacube. The records will be available to and remain the sole property of Metacube at all times and throughout the world.


3. Term

3.1 This Agreement shall continue to remain in force for the term of employment of the Employee with Metacube.


3.2 Notwithstanding the termination of this Agreement, the provisions of this Agreement, the nature of which should reasonably require the survival thereof, shall survive the termination of this Agreement.

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

Metacube Software Pvt. Ltd.:

DocuSigned by:

 65B9B3D3338A4BB...
Esha Chowdhary
Head Human Resources

Employee:

DocuSigned by:

 9C89AE430B1C4AB...
Rahul Jaiswal



APPOINTMENT LETTER

January 17, 2022

Dear Rohit Kumar,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Rohit Kumar, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Rohit Kumar

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Rohit Kumar 17/1/2022 3:09 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23073412

28/01/2022

RUPESH KUMAR
7A, Sudarshan Housing Society, Vinayakpur,
Kanpur (U.P.) - 208024

Dear Rupesh,

We are pleased to offer you the full-time, position of **React Js Developer** at Saviesa Infotech with a start date of 02 March 2022, contingent upon the Identity Verification. We believe your skills and experience are an excellent match for our company.

Position: You will be working as React Js developer reporting directly to Ms Vidushi Sharma (Founder and Director).

Job Description:

- Developing New User-Facing Features Using React.Js
- Building Reusable Components and Front-End Libraries for Future Use
- Translating Designs and Wireframes Into High Quality Code
- Optimizing Components for Maximum Performance Across a Vast Array of Web-Capable Devices and Browsers
- End To End Development of Platform Component in React

Working Hours: You will be working 8 hours daily, Monday through Saturday with 2nd and 4th Saturday off.

Salary: You will get a monthly starting salary of ₹15,000 paid out on a monthly basis via direct deposit.

Start Date: 05-03-2022

Your employment with Saviesa Infotech will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason with prior notice(As per notice period duration specified in Company Policy). This letter is not a contract or guarantee of employment for a definitive period of time.

Please confirm your acceptance of this offer by signing and returning this letter. We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

For, Saviesa Infotech

Proprietor

Saviesa Infotech
Indore

Accepted By: RUPESH KUMAR

Signature:

Date:

February 2, 2022

Training & Offer Letter

Dear Sara,

Congratulations!

We are pleased to inform you that you have cleared our selection process. We'd like to offer you a training and subsequent job at Nagarro. You will begin your career as a **Trainee** and upon successful completion of your training, you will be promoted to be an **Associate Engineer** at Nagarro.

Training is an essential part of any fresher's onboarding process as it provides opportunities to work on latest technologies and exciting projects. We believe that the best way to learn is by working on real-world applications as compared to dummy projects.

We expect you to join us on March 21, 2022, when you will be in your last semester. You will be paid a stipend of Rs 19,000/- per month during the training period i.e., till September 2022.

If your performance is rated truly exceptional (outstanding) during training, you will be promoted to Associate Engineer just after 6 months of training on a package of *Rs 4.5 LPA. If your performance is rated less than outstanding during the period, you will be promoted to **Associate Engineer** in **November 2022**.

In case of any query related to your offer please drop in an email at campushiring@nagarro.com

To help complete joining formalities, may we request you to carry the following documents with you on the joining date.

- One Passport size photograph
- Proof of age
- Proof of Education Qualifications

We welcome you to a passionate and fun-filled pursuit of excellence at Nagarro!



Swati Yadav
Director
People Enablement, Nagarro

*The offer placed to you will be valid only if you attend the training period with Nagarro. In case you do not attend, the offer shall be withdrawn.



APPOINTMENT LETTER

January 22, 2022

Dear Shivam Goswami,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Shivam Goswami, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Shivam Goswami

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Shivam Goswami 22/1/2022 8:18 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

21550793



APPOINTMENT LETTER

January 24, 2022

Dear Shivansh Verma,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12** months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polycycleclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Shivansh Verma, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Shivansh Verma

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167

Total Cost to Company per annum**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

I. The special bonus is subject to:

- a. you being "active" in the services of the company through to retention date as applicable
- b. your employment has not been terminated for poor performance or for cause prior to retention date
- c. you have not resigned voluntarily or abandoned your job as of the retention date

II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts

IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept

Decline

Signature Shivansh Verma 24/1/2022 12:13 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com



APPOINTMENT LETTER

January 25, 2022

Dear SHRUTI GUPTA,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.

- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent

education.

- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I SHRUTI GUPTA, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: SHRUTI GUPTA

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459

Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging,

conveyance & other miscellaneous expenses.

- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)****: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim**: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. **Annual Health check**: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature SHRUTI GUPTA 25/1/2022 5:23 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

23075083

Date:February 8, 2022

Shubham Singh,
(Uttar Pradesh) India

Subject: Training Letter

Dear Shubham Singh,

This is further with reference to the tests and interviews conducted by us. We are pleased to inform you, that we have decided to provide you appointment as 1 at Nagarro.

You are requested to join us on or before March 9, 2022. During the period of training you would be paid a stipend of Indian Rupee (INR) 25,000.00/- per month.

The details of your compensation package and terms and conditions of your employment are enclosed herein.

You are requested to send us the signed duplicate copy of this letter as a token of your acceptance.

We welcome you to a pursuit of excellence with Nagarro.

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- Mark sheets and Certificates for Class X, XII, Graduation and Post Graduation (if applicable)
- Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)
- Five Passport size photographs

Yours Sincerely,

For Nagarro Software Pvt. Ltd.



Swati Yadav
Director

Ref:Nagarro Software Pvt. Ltd./APP/18001917/923350

Date:February 8, 2022

Shubham Singh,
(Uttar Pradesh) India

Dear Shubham Singh,

This has reference to your application for employment with Nagarro Software and your subsequent interview.

We are pleased to appoint you as Associate Engineer at Nagarro Software Private Limited Unit-II of Nagarro Software Pvt. Ltd. Plot No. 13, Udyog Vihar, Sector-18, Gurgaon, India. You can join us on or before September 9, 2022

The terms and conditions of your employment are enclosed as Annexure "B".

We welcome you to a pursuit of excellence with Nagarro.

Please sign the duplicate copy of this letter, Annexure "A" and Annexure "B" as a token of your acceptance and deliver it to us in person or via mail/courier within 7 days from the date of receipt of this letter.

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- Mark-sheets and certificates for Class X, Class XII, Graduation and Post-graduation if applicable
- Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)
- Five passport-size photographs

Yours truly,

For Nagarro Software Pvt. Ltd.



Swati Yadav
Director

Name	Shubham Singh
-------------	----------------------

Monthly Earnings	Amount in Indian Rupee (INR)	Annualized Amount in Indian Rupee (INR)
Basic Pay	15,000.00	180,000.00
HRA	7,500.00	90,000
Executive Allowance	24,778.00	297,336.00
Total (A)	47,278.00	567,336.00
Annual Earnings	Amount in Indian Rupee (INR)	
Medical Reimbursement*	0	
Employer's Contribution to Provident Fund	23,400.00	
Employer's Contribution to ESIC	0.00	
Leave Travel Allowance**	0.00	
Gratuity***	8,664.00	
Labour Contribution Fund	600.00	
Total Yearly (B)	32,664.00	
Variable Bonus	0	
Total Fixed Compensation (A+B)	600,000.00	

Note:

**Leave Travel Allowance (LTA) will be paid once in a year on submission of bills & subject to Income Tax rules

***Payment as per Gratuity Act

Income Tax in respect of the above mentioned compensation package should be borne by the employee. There would be following deduction from Monthly A- Tax/ Mediclaim / PF-employee contribution and Transport (Optional)

PLs will accrue each month on a prorated basis. Amount of accrual for the month is calculated on the basic pay existing at the end of each month

Group Insurance

Guidelines:-

Group Mediciam Insurance

- a) An employee has a mediclaim insurance cover of 3 lac by default and he/she at the time of joining can increase his/her sum insured upto 10 lakhs & cover his dependents (spouse, kids and parents). Premium deduction details has been provided in table below.
- b) During mid-term of the policy, only newly-wed spouse, Parents in Law (on account of marriage) and new born child can be included in the policy within 90 days of Date of Marriage and Date of Birth respectively. No other dependent can be included during mid-term of the policy.
- c) Downward revision of Sum Insured will be allowed at the time of renewal as per the then prevalent term and conditions of the policy.
- d) Exclusion of dependents will be allowed at the time of renewal only as per the then prevalent terms and conditions of the policy.

Group Personal Accident Insurance (GPA)

The GPA Policy provides the insured a cover for disability or death caused by an accident.

- a) An employee has personal accident insurance cover of 3X of his TFC by default and he/she at the time of joining can go in for a sum insured upto 4X to 10X as per policy terms. Premium deduction details has been provided in table below.
- b) Once an employee is enrolled in the policy he/she cannot exit the policy till he leaves the company.

Group Term Life Insurance (GTL)

The GTL policy provides the insured a cover in case of death.

- a) Enrollment in GTL is optional and on discretion of the employee and employee can opt for a cover of upto 10X of their TFC. The most common practice is to cover within 3X to 5X of your TFC. Premium deduction details has been provided in table below.
- b) Exit from the policy can be done at the time of renewal only by selecting "0X" multiplier in internal insurance application.

Premium for Group Insurance

	Premium	Deduction
Premium Deduction for Mediciam Insurance	Calculated Formula	In equal instalments starting from the following month of DOJ till Policy end date.
Premium Deduction for GPA	Calculated Formula	From the following month of DOJ
Premium Deduction for GTL (optional)	Calculated Formula	From the following month of DOJ

Terms and Conditions

The key service conditions applicable to your employment are given below. The Company reserves the right to revise these terms and conditions at any time.

1. Place of Posting and Assignment:

Your place of posting will currently be GURUGRAM. However, you are liable to be temporarily assigned or permanently transferred from one place to another, or to another, one unit to another, wherever located in the country or abroad, at any point of time as the exigencies of work demand. You can also be deputed to work and/or for any client or affiliate company.

2. Whole Time Service:

Your employment with the Company is full time and while so employed, you must under no circumstances engage yourself directly or through any agency in any work, business, profession or employment, either honorary or otherwise without obtaining written prior permission from the Management. Any breach of this condition will result in your immediate termination from the services of the Company.

3. Inventions and Discoveries:

The rights created or accrued out of any and all discoveries, inventions, copyrights, patents, etc., which you may make or obtain during the period of your employment with Nagarro shall exclusively vest with the Company and may be re-assigned by it as it deems fit. This does not apply to creative non-commercial products that are wholly unconnected with the business of the Company.

4. Termination on Misconduct or Breach of any Service Condition:

If you are found guilty of any misconduct or should you commit any breach of the service conditions or get involved in an act which in the opinion of the Company is prejudicial to the interest of the Company, the Company may without any notice terminate your services.

5. Termination by Notice:

Without prejudice to clause 4 above, your services can be terminated at any time by giving two calendar months' notice or two months' salary in lieu of notice. If you desire to leave the services of the Company, you will have to give us two calendar months' notice. In case you do not give this two calendar months' notice, the Company will have the authority to recover up to two months' salary from your full and final dues (inclusive of performance linked bonus, if any) depending upon the impact of your resignation on the work assigned to you.

I have read and understood the above terms and conditions and I agree to abide by the same.

Signature

Registered Office: 19/20, Punjabi Bagh (East), New Delhi - 110 026 email: info@nagarro.com
Unit II: Plot 14, Electronic City, Sector 18, Gurgaon 122 015, Haryana, India Ph: (+91 124) 3048647 Fax: (+91 124) 3048646
Unit III: Plot 37, Electronic City, Sector 18, Gurgaon - 122 015, Haryana, India Ph: (+91 124) 3048647 Fax: (+91 124) 3048646

6. Company's decision on Termination to be Final and Binding:

The Company's decisions regarding termination under clauses 4 & 5 shall be final and binding.

7. Retirement:

The Company's retirement age is 60.

8. General Policies and Procedures:

A copy of the General Policies and Procedures of the Company will be given to you on the date of joining. You will be required to adhere to these, as well as to all other service conditions governing your unit and location that may be in force currently and/or which may be issued from time to time by the Management with respect to hours of work, weekly offs, paid holidays etc.

9. Reference/Background Checks:

Your employment by the Company is conditional upon and subject to completion of an Employment Application, the completion of a reference/background check, approval thereof by the Company, in its sole discretion.

10. Confidentiality of this Offer:

The package offered to you is highly confidential and must not be revealed between now and the joining date or while in employment or thereafter to any individual/agency/organization, by word of mouth or otherwise.

11. Jurisdiction:

Any dispute arising out of the employment or terms of service shall be subject to the jurisdiction of the competent courts in Delhi.

12. Final Agreement:

This written offer supersedes all verbal or written agreements between you and the Company.

For Nagarro Software Pvt. Ltd.

Authorized Signatory

I have read and understood the above terms and conditions and I agree to abide the same.

Name

Signature

Date

Registered Office: 19/20, Punjabi Bagh (East), New Delhi - 110 026 email:info@nagarro.com

Unit II: Plot. 14, Electronic City, Sector 18, Gurgaon 122 015, Haryana, India Ph: (+91 124) 3048647 Fax: (+91 124) 3048646

Unit III: Plot 37, Electronic City, Sector 18, Gurgaon - 122 015, Haryana, India Ph : (+91 124) 3048647 Fax : (+91 124) 3048646



APPOINTMENT LETTER

January 24, 2022

Dear Shyam Sharma,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12** months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Shyam Sharma, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Shyam Sharma

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167

Total Cost to Company per annum**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaime: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Shyam Sharma 24/1/2022 11:35 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com



APPOINTMENT LETTER

April 26, 2022

Dear SURUCHI RAI,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I SURUCHI RAI, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: SURUCHI RAI

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature SURUCHI RAI 26/4/2022 3:12 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

24426568



LETTER OF INTENT

05/01/2022

To
Mr. Uday Pratap Yadav,
Vill. Kharati Khurd Post Shivrampur,
Block chand, distt. Kaimpur,
Bhabhua, Bihar.

Dear Uday,

It was great meeting you and discussing our company's position of **Jr. Software Engineer** in our Development Department.

We are delighted to offer you the position of **Jr. Software Engineer** at Towards Vision Technologies Pvt. Ltd.(C-Zentrix). You are required to report to our Gurgaon office (496, Udyog Vihar, Phase 5, Gurgaon, Haryana) on **17th January 2022 at 10:30 AM**. The whole team extends their congratulations and looks forward to welcoming you on board.

As discussed, you are agreed to the said CTC breakup & the Company's terms and conditions. You shall be getting a Hard Copy of your offer letter along with the salary break-up & bond letter on the day of your joining at C-Zentrix, Gurgaon.

*** Please note you need to report with the original documents as mentioned below on the day of your joining.**

- 1) 10th Mark sheet/ Certificate
- 2) 12th Mark Sheet/ Certificate
- 3) Bachelor's & Master's Degree
- 4) Aadhaar Card/ Passport
- 5) Driving License/Identification Proof (Voter ID)
- 6) PAN Card
- 7) Experience Letter/ Relieving Letter
- 8) Last Three Months' Salary Slips
- 9) Appointment Letter
- 10) 4 passport-sized photographs.
- 11) Blood Group information

Please note that the originals are required only for verification and will be returned back immediately.

For Towards Vision Technologies,
Shubhra Narang
Head-HR

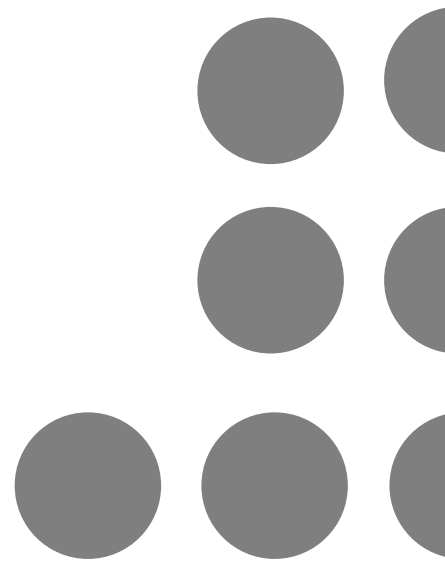
Headquarters

Towards Vision Technologies Pvt. Ltd.

496, Ground Floor, Udyog Vihar Phase 5, Gurgaon, Haryana-122 001, India

Tel.: +91-124-4793900, 4793999 **Email:** info@c-zentrix.com

Web: www.c-zentrix.com



December 30, 2021

To,
Vikash Soni
Behind Post Office Ganiyari Road,
Waidhan,
Singrauli,
Madhya Pradesh

Dear Vikash,

Congratulations on successfully clearing our Graduate Engineering Trainee selection process. We, Metacube Software Private Limited, a Metacube Group Company, are pleased to offer you an appointment as **Trainee Software Engineer**.

The documents included in this offer and constituting the whole Employment Contract between you and Metacube Software Private Limited (Company), are as follows :

1. Offer of Employment
2. Terms of Employment
3. Employee Confidentiality and Intellectual Property Assignment Agreement
4. Training and Compulsory Service Agreement

In addition to the terms and conditions mentioned in documents 2 to 4 listed above, the following terms and conditions shall also apply:

Eligibility

This offer of employment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the professional degree that forms the basis of this appointment.

Joining

You shall join the Company on **February 1, 2022**. The Company may however change the joining date at its discretion.

Training/Probation period

The training/probation period will be for a period of 6 (six) months from the date of your joining. On expiry of your probation period, the Company shall confirm your appointment, subject to your satisfactory performance and availability of a suitable vacancy in any of Metacube Group Companies.

Compensation

1. You will be paid **Rs 10,000/- per month** for the training/probation period. .
2. On successful completion of training, your annual compensation will be revised to **Rs. 500854** effective from **August 01, 2022**. The details for the compensation are given as **Annexure 1 of Terms Of Employment**.

3. Your annual compensation will be revised to **Rs. 575854** effective from **August 01, 2023**. The details for the compensation are given as **Annexure 2 of Terms Of Employment**.

Compulsory Condition

Considering that the Company will be incurring substantial expenses on your training, it shall be compulsory for you to serve the Company for 24 (Twenty four) months from the date of successful completion of training/probation period. In case you leave the Company before completing the training/probation period or the post training compulsory service period, the Company shall be entitled to recover a sum of Rs. 2,00,000 (Rupees Two Lakhs only) from you as liquidated damages. To ensure this condition you shall also enter into a separate Training and Compulsory Service Period Agreement with the Company on non-judicial stamps of requisite value.

Assessment

During the training/probation period your performance would be assessed on a regular basis through classroom interaction, practical assignments, tests and other means. At the end of fourth and eighth month from your date of joining, if your cumulative performance is not found to be as per the desired standards, you may be disallowed to continue as an employee at the sole discretion of the Company without giving any notice.

Misconduct/Indiscipline

In case of any misconduct or act of indiscipline you may be disallowed to continue as an employee as per Company's 'Disciplinary Action Guidelines'.

We welcome you to the team and look forward to you having a long successful career with us.

Yours truly,

For Metacube Software Private Limited

Esha Chowdhary
Head Human Resources

By signing below, the Employee understands and acknowledges that the Company is offering the employment for a salary, and in consideration of this salary, the Employee hereby accepts the Offer of Employment. Both the Employee and Company hereby agree to abide by all conditions stated in the above listed and hereto attached documents, collectively referred to as the Employment Contract.

Employee:

Vikash Soni

TERMS OF EMPLOYMENT

I, **Vikash Soni**, as a condition of my employment or continued employment with **Metacube Software Pvt. Ltd.** (Company) and receipt of the compensation now and hereafter paid by Company, agree to the following Terms of Employment:

1. Terms and Conditions

In accepting employment by Company, I have not relied and will not rely on any statements or representation, whether oral or in writing, by any officers, employees or agents of the Company concerning the terms and conditions of employment except those specifically stated in writing and signed by both me and an authorized officer of the Company.

2. Joining Formalities

I understand that this Terms of Employment will become effective from **February 1, 2022**, and I will need to submit the following documents on or before the Joining Date:

- Passport size photographs (5 Nos.)
- Permanent residence proof and address of my current residence.
- Relieving Letter from the previous employer (if applicable).
- Experience Certificate from the previous employer (if applicable).
- Last two months' salary slip from the previous employer (if applicable).
- Self-attested photocopies of academic certificates in X, XII, graduation and post-graduation (if applicable).
- Contact details of two references.

3. Background Check

I understand that the Company may on its own or through an external agency perform a background check on me and I have no objection to the same. The background check may involve obtaining feedback from the references provided by me.

If the background check reveals unfavourable results, I will be liable to disciplinary action, including termination of employment without notice and there will be no liability to the Company whatsoever.

4. Compensation and its Confidentiality

I understand that my compensation will be as outlined in Annexure 1.

I understand that my compensation is confidential information and I agree that I will maintain utmost confidentiality with regard to my compensation and benefits. I will not discuss my compensation and benefits with anyone, but with the supervisor I report to.

5. Workplace, Transferability and Assignment

I understand that my initial workplace will be: **SP-6, Phase IV, EPIP, Sitapura, Jaipur, India 302022.**

Metacube Group Companies

Metacube Software Private Limited, together with its subsidiaries, holding company/entity and

associate companies/entities, is hereinafter referred to as the Metacube Group. All the companies/entities belonging to the Metacube Group are referred to as the Metacube Group Companies.

Assignment

Company may in its sole discretion assign my Terms of Employment to any Metacube Group Company by written notice to me.

Transferability across locations

I understand that my services are transferable across locations and I may be transferred to any office of a Metacube Group Company, or may be required to work out of a client location, or any such offices as determined by the Company.

Policy Applicability

I understand that I shall comply with Company's policies, as applicable to me from time to time. In case my employment is assigned to another Metacube Group Company, or in case I am deputed to any Metacube Group Company or client site, or I am transferred to any office of Metacube Group Company or any such offices as determined by the Company; I will be governed by the policies of that Metacube Group Company and/or location.

Any refusal to take up the assignment or projects assigned to me for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action, including termination of my services with the Company and there will be no liability to the Company whatsoever.

6. Company's Belief and Work Culture

I will subscribe to Company's beliefs and work culture, and will put in my best efforts to strengthen them.

Professional Environment	The Company will lay stress on the development of professional environment of the highest standard within the organization and outside it.
Perfection	The Company will march relentlessly towards perfection in its products and services.
Customer Satisfaction	The Company will use customer satisfaction as the major yardstick for judging the effectiveness and performance of the products and services delivered by it.
Technological Leadership	The Company will continuously work towards gaining and retaining technological leadership. Knowledge will always be treated as one of the very important assets.
Contribution	The Company will keep the advancement of the society, state and country in its perspective when deciding its policy and course of action.
Team Work	The Company will work towards developing a team of motivated, sincere and professional members who will work as a cohesive and synchronized group towards the collective goals.

7. Adherence to rules and regulations

I will follow all the rules and regulations of the Company and comply with all the provisions of Metacube Group Employee Handbooks, policies, health and safety procedures, code of conduct or other such documents that are issued by the Company, from time to time. Such rules, regulations, handbooks, policies or provisions may be added, modified, suspended, or canceled by Company at any time without notice.

I fully understand that in case of any act of indiscipline, non-cooperation, disobedience, misconduct or working against Company's interests on my part, the Company reserves the right to discontinue my services with immediate effect. There will be no liability to the Company whatsoever in this case.

8. Conflicting Employment or Activity

I agree that, during the term of my employment with Company, I will not work for any employer other than the Company. I will neither engage in any occupation, consulting or other business activity, nor in any other activities that conflict with my obligations to Company without seeking prior approval from the Company.

9. Term and Notice Period

I agree that unless specifically stated in writing and signed by both me and an authorized officer of the Company, subject to controlling law, any employment granted to me is at will and for an indefinite term and that such employment may be terminated at any time by giving a 60 days' written notice either by me or by the Company for any or no reason whatsoever.

In case of insufficient notice from either side, the defaulting party would be liable to pay an amount equivalent to the Base Salary (as set out in Annexure 1), excluding the Company's contribution to the provident fund, for the insufficient notice period. However due to exigencies of business, the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

In case I leave the employment in less than one year from the Joining Date, I also agree to refund the following, if applicable- a) amount Company has paid as fee to the recruitment consultant, b) joining bonus and c) relocation expenses and the Company shall be entitled to set-off the same from any dues payable to me, if it so deems fit.

10. Employee's Inability To Contract For Employer

I agree that, I will not have the right to make any contracts or commitments for or on behalf of the Company without first obtaining express written consent from the Company.

11. Gift from third party :

I will not accept any money, gift, reward or compensation for personal gains from or otherwise place myself under pecuniary obligation to any person or client with whom I may be having official dealings.

12. Returning Company Property :

I agree that, at the time I leave the employment of Company, I will deliver to Company (and will not keep in possession, recreate or deliver to anyone else) Company's assets/property, or all confidential

information, source code, object code, hardware devices, equipment, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, books and any other documents or reproductions of any aforementioned items (*in whatever form*) developed by me (solely or jointly with others) pursuant to employment with Company or otherwise belonging to Company, its successors or assigns.

13. Equitable Relief:

I agree that it would be impossible or inadequate to measure and calculate Metacube Group Companies' damages from any breach of the covenants set forth in the Employment Contract (defined hereinafter). Accordingly, I agree that upon breach of any terms or conditions of Employment Contract, Metacube Group Companies will have available, in addition to any other right or remedy available, the right to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach and/or to specific performance of any such terms or conditions of Employment Contract. I further agree that no bond or other surety shall be required in order to obtain such relief and I hereby consent to such jurisdiction and/or to any order of specific performance.

14. Indemnity :

I shall, at my own cost and expense, indemnify, defend or settle, and hold Metacube Group Companies, their directors, shareholders, officers, employees, consultants and customers free and harmless from and against any and all losses, liabilities, claims, actions, costs and expenses, including attorneys' fees and court costs, relating to, resulting from or in any way arising out of breach of terms and conditions under Employment Contract.

15. Data Privacy:

By executing this Terms of Employment, I permit the Company to use my personal information or sensitive personal data or information as provided or may be provided to the Company in connection with my employment and stored by the Company in electronic medium. Thus, in connection with my employment, the Company is entitled to collect, store, analyze and even share my personal information or sensitive personal data or information with Company's consultants, advisors or any third party to comply with the requirements of any applicable law or for any other lawful purposes.

For avoidance of doubt, I acknowledge that the Company shall not be responsible for authenticity of the information provided by me. I understand that I may choose to withdraw this consent by writing to the Company. However, my employment is contingent upon my continued consent to the Company's usage of my personal information or sensitive personal data or information as aforesaid.

I understand that all data/communication happening on Metacube Group Company computer resources is property of Metacube Group and the same can be accessed/reviewed by the concerned Metacube Group Company.

16. Non-Compete, Non-Solicitation and Non-Interference:

I shall not during the term of this Terms of Employment and for a period of three (3) years immediately following the termination of this Terms of Employment for any reason, anywhere in the world (i) directly or indirectly for my own account or as an employee of any third party or as a partner, officer, consultant, agent, proprietor, principal, corporate officer, or shareholder (other than shares regularly traded in a recognized market) of any third party, solicit Metacube Group Companies' business from any of its present or future customers (other than on behalf of Metacube Group Companies); (ii) or otherwise interfere with any business relationship of Metacube Group Companies.

I agree not to accept any offer of employment from any of the Metacube Group Companies' customer during the term of employment, and wherever that customer is located, for a period of twelve (12)

months after I cease to be employed by Metacube except with the Metacube's written permission.

I shall not during the term of this Terms of Employment and for a period of two (2) years immediately following the termination of this Terms of Employment for any reason, either directly or indirectly solicit, induce, recruit or encourage any of Metacube Group Companies' employees or consultants to leave their employment or consulting relationship, or take away such employees or consultants, either for myself or for any other person or entity.

17. General Provisions:

a) Entire Contract and Alteration:

The Employment Contract, i.e., 'Offer of Employment', this 'Terms of Employment', 'Employee Confidentiality and Intellectual Property Assignment Agreement' and 'Training and Compulsory Service Agreement', sets forth the entire agreement and understanding between the Company and me relating to the subject matter herein and merges all prior discussions between us. No modification or amendment to the Employment Contract, nor any waiver of any rights, will be effective unless in writing signed by the party to be charged.

Any subsequent change or changes in my duties, salary or compensation, workplace, etc. will not affect the validity or scope of the Employment Contract.

b) Governing Law and Jurisdiction:

The laws of India, will govern the Employment Contract, and I hereby expressly consent to the exclusive jurisdiction of the competent courts in the State of Rajasthan for any lawsuit arising from or relating to my employment.

c) Severability:

If one or more of the clauses in this Employment Contract are deemed unenforceable, then the remaining clauses will continue in full force and effect.

d) Successors and Assigns:

This Employment Contract will be binding upon my heirs, executors, administrators and other legal representatives and will be for the benefit of the Company, its successors, and its assigns.

e) Reasonableness of Restrictions:

I have carefully read and considered the provisions of Employment Contract and, having done so, agree that the restrictions set forth therein (including, but not limited to, the time period of restriction and the geographical areas of restriction) are fair and reasonable and are reasonably required for the protection of the interests of Metacube Group, its officers, directors, shareholders and employees.

f) Notices:

Any notice or communication to be given by me or the Company under the Employment Contract shall be in writing and shall be deemed to be duly served if delivered by prepaid registered post acknowledgment due or through a recognized courier service, by hand delivery, fax or by email to the following address:

To **Metacube Software Private Limited** at:

Kind Attn.: Head Human Resources

Address: SP-6, Phase IV, EPIP, Sitapura, Jaipur - 302022, India

Fax: 91-141-2771691

E-mail: hrd@metacube.com

To **Employee** at:

Vikash Soni
Behind Post Office Ganiyari Road,
Waidhan,
Singrauli
Madhya Pradesh
E-Mail: vikashsoni2608@gmail.com

Any notice given as provided by this Clause shall be deemed to be received by me or the Company to whom it is addressed when:

- in the case of any notice delivered by hand, when so delivered and acknowledged by the receiving party;
- if sent by pre-paid post acknowledgment due or through a recognized courier service, when received;
- if sent by fax or e-mail, in case fax or email is sent in business hours then immediately on delivery and if send post 6 p.m., then on the next business day at 9 a.m. Provided the recipient of such fax or e-mail acknowledges receipt of the same immediately.

I or the Company may, from time to time, change its address or representative for receipt of notices provided for in Employment Contract by giving to the other party not less than ten (10) days prior written notice.

Metacube Software Private Limited:

Employee:

Esha Chowdhary
Head Human Resources

Vikash Soni

Encl: as below

ANNEXURE 1

COMPENSATION BREAKUP - I

	Monthly	Annually
(A) Monthly Base Salary		
Basic Pay	15000	180000
House Rent Allowance	6000	72000
Transportation Allowance	3000	36000
Executive Allowance	7350	88200
Medical Allowance	1250	15000
Employer's contribution to PF	0	0
Total (A)	32600	391200
(B) Additional Monthly Allowances		
Project Hot Skill Allowance (PHSA)	4250	51000
Fast Track Allowance	1500	18000
Total (B)	5750	69000
(C) Total Monthly Salary (A+B)	38350	460200
(D) Fixed Annual Components		
Compulsory Service Period Bonus		25000
Total (D)		25000
(E) Fixed Annual Compensation (C+D)		485200
(F) Other Benefits		
Gratuity		8654
Term Insurance		1000
Group Personal Accident Insurance		300
Covid Compensation Insurance		700
Medical Insurance		5000
Total (F)		15654
Gross Annual Compensation (E+ F)		500854

Leave Encashment - In addition to the above Gross Annual Compensation, you are entitled to a leave encashment of upto Rs. 19560/- for the unavailed leaves in a calendar year as per leave encashment policy of the Company. Your Revised Gross Annual Compensation including potential leave encashment will be Rs. 520414/-.

A. Calculation of Components

1. **Provident Fund :** Employer and employee provident fund contribution shall be as per applicable law for the employees that are mandatorily covered by such law. For the employees that are not mandatorily covered by such law the employer and employee provident fund contribution is decided through mutual consent
2. **Gratuity:** As per statutory provisions stated under “The Payment of Gratuity Act, 1972”.
3. **Leave Encashment:** As per leave encashment policy of the Company. The maximum leave encashment amount has been calculated based on 18 days of unavailed leaves.
4. **Term Insurance:** Sum insured of Rs. 10 lakhs or such other sum, as per the terms and conditions of the group term insurance policy taken by the Company.
5. **Group Personal Accident Insurance (GPAI):** Sum insured of Rs 10 lakhs, as per the terms and conditions of the group personal accident insurance policy taken by the Company.
6. **Covid Compensation Insurance:** Sum insured of Rs. 10 lakhs, as per the terms and conditions of the group Covid compensation insurance policy taken by the Company.
7. **Medical Insurance:** Medical Insurance of up to Rs. 3 lakhs or such other sum, as per the terms and conditions of the group medical insurance policy taken by the Company.
8. The amounts mentioned for Term Insurance, GPA Insurance, Covid Compensation Insurance and Medical Insurance under Other Benefits (F) are based on estimated cost to Company and subject to variation.

B. Eligibility and Terms of Payment

1. **Eligibility:** I will become eligible for all Annual Components only on completion of the appraisal year applicable to me. If I leave the employment in the middle of my current appraisal year, then I agree that I will not be eligible for these Annual Components for that appraisal year.
2. **Compulsory Service Period Bonus :** This amount will be paid immediately upon completion of your appraisal year.
3. In case any Annual Component is paid to me in advance before completing my appraisal year, and I leave the employment before completion of that appraisal year, then I agree that such Annual Component paid to me in advance will get adjusted from my final payment.
4. **Income Tax:** I will bear Income Tax in respect of the above mentioned compensation package. Any payments made by the Company to me shall be subject to withholding tax, if any.

ANNEXURE 2

COMPENSATION BREAKUP - II

	Monthly	Annually
(A) Monthly Base Salary		
Basic Pay	15000	180000
House Rent Allowance	6000	72000
Transportation Allowance	3000	36000
Executive Allowance	7350	88200
Medical Allowance	1250	15000
Employer's contribution to PF	0	0
Total (A)	32600	391200
(B) Additional Monthly Allowances		
Project Hot Skill Allowance (PHSA)	4250	51000
Fast Track Allowance	1500	18000
Total (B)	5750	69000
(C) Total Monthly Salary (A+B)	38350	460200
(D) Fixed Annual Components		
Compulsory Service Period Bonus		100000
Total (D)		100000
(E) Fixed Annual Compensation (C+D)		560200
(F) Other Benefits		
Gratuity		8654
Term Insurance		1000
Group Personal Accident Insurance		300
Covid Compensation Insurance		700
Medical Insurance		5000
Total (F)		15654
Gross Annual Compensation (E+ F)		575854

Leave Encashment - In addition to the above Gross Annual Compensation, you are entitled to a leave encashment of upto Rs. 19560/- for the unavailed leaves in a calendar year as per leave encashment policy of the Company. Your Revised Gross Annual Compensation including potential leave encashment will be Rs. 595414/-.

A. Calculation of Components

1. **Provident Fund :** Employer and employee provident fund contribution shall be as per applicable law for the employees that are mandatorily covered by such law. For the employees that are not mandatorily covered by such law the employer and employee provident fund contribution is decided through mutual consent
2. **Gratuity:** As per statutory provisions stated under “The Payment of Gratuity Act, 1972”.
3. **Leave Encashment:** As per leave encashment policy of the Company. The maximum leave encashment amount has been calculated based on 18 days of unavailed leaves.
4. **Term Insurance:** Sum insured of Rs. 10 lakhs or such other sum, as per the terms and conditions of the group term insurance policy taken by the Company.
5. **Group Personal Accident Insurance (GPAD):** Sum insured of Rs 10 lakhs, as per the terms and conditions of the group personal accident insurance policy taken by the Company.
6. **Covid Compensation Insurance:** Sum insured of Rs. 10 lakhs, as per the terms and conditions of the group Covid compensation insurance policy taken by the Company.
7. **Medical Insurance:** Medical Insurance of up to Rs. 3 lakhs or such other sum, as per the terms and conditions of the group medical insurance policy taken by the Company.
8. The amounts mentioned for Term Insurance, GPA Insurance, Covid Compensation Insurance and Medical Insurance under Other Benefits (F) are based on estimated cost to Company and subject to variation.

B. Eligibility and Terms of Payment

1. **Eligibility:** I will become eligible for all Annual Components only on completion of the appraisal year applicable to me. If I leave the employment in the middle of my current appraisal year, then I agree that I will not be eligible for these Annual Components for that appraisal year.
2. **Compulsory Service Period Bonus :** This amount will be paid immediately upon completion of your appraisal year.
3. In case any Annual Component is paid to me in advance before completing my appraisal year, and I leave the employment before completion of that appraisal year, then I agree that such Annual Component paid to me in advance will get adjusted from my final payment.
4. **Income Tax:** I will bear Income Tax in respect of the above mentioned compensation package. Any payments made by the Company to me shall be subject to withholding tax, if any.

EMPLOYEE CONFIDENTIALITY AND INTELLECTUAL PROPERTY ASSIGNMENT AGREEMENT

THIS CONFIDENTIALITY AND INTELLECTUAL PROPERTY ASSIGNMENT AGREEMENT (hereinafter referred to as the ("**Agreement**") is made as of the **February 1, 2022** ("**Effective Date**"), by and between Metacube Software Pvt. Ltd. ("**Metacube**") SP-6, Phase IV, EPIP, Sitapura, Jaipur - 302022, India and **Vikash Soni, Son of Vijay Kumar Soni** resident of **Behind Post Office Ganiyari Road, Waidhan, Singrauli, Madhya Pradesh** ("**Employee**"), where in the parties agree as follows:

1. Definitions and Interpretation

1.1 "Confidential Information" shall mean information concerning products or services, know-how, research and development, customers, trade secrets and other proprietary information of a) Metacube Group Companies and b) any of Metacube's customers ("**Customers**"), which is disclosed in oral, graphic, written, electronic or machine readable form, sample or any other form by Metacube Group Companies or by any Customer to Employee, whether or not the information is expressly stated to be confidential or marked as such.

Confidential Information of Metacube Group Companies and/or Customers shall include but is not limited to:

- Business strategy, plans and policies of Metacube Group Companies and/or Customers; including but not limited to those related to human resources, marketing, sales and finance.
- Internal information or data regarding the employees, customers, vendors, suppliers and other contractors of Metacube Group Companies and/or Customers;
- Research and development plans, particularly information relating to the development of software, hardware and processes by Metacube Group Companies and/or Customers;
- Financial data, in particular, concerning budgets, accounts, the fees and revenue calculations, sales figures, financial statements, and profit expectations of Metacube Group Companies and/or Customers;
- "Intellectual Property" as defined in 1.2 of Metacube Group Companies and/or Customers;
- Confidential and proprietary information given to Metacube Group Companies and/or Customers by a third party such as, but not limited to, software programs provided under a license, subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes;
- Any original information supplied by Metacube Group Companies and/or Customers which is not publicly available whether or not specifically designated as confidential.

Confidential Information does not include information that was

- Published or is otherwise readily available to the public other than by a breach of this Agreement;
- Rightfully received by Employee from a third party without restriction; or
- Known to Employee prior to its first receipt from Metacube Group Companies, as evidenced by written records provided by the Employee to the Metacube Group Companies; or
- Required to be disclosed by Employee or Metacube Group Company under law or order of any government authority or a court.

Provided the Employee provides prior written notice to the concerned Metacube Group Company before making such disclosure and request for confidential treatment of any information so disclosed.

1.2 "Intellectual Property" shall mean to include all patents, trademarks, logos, processes, business processes, domain names, works of authorship, mask works, designs, developments, utility models, copyrights whether registered or unregistered, including, but not limited to moral rights and any

similar rights in any country, whether negotiable or not and also includes any applications for any of the foregoing and the right to apply for them in any part of the world; and all ideas, concepts, inventions, creations, discoveries, programs, codes, software, algorithms, formulae, databases, trade secrets, research reports, technical reports, training content, training methodologies, service marks, trade dress, topography rights, rights subsisting now or in the future in any part of the world, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, and rights to claim priority from, such rights for their full term, know-how related to the Metacube Group Company's and/ or Customer's activities, improvements thereupon, additions to or any research efforts relating to any of the above, whether registrable or not and any correspondence or documents relating to any of the above.

1.3 "**Metacube Group Companies**" shall have the same meaning as ascribed to it in Terms of Employment.

2. Obligations

2.1 During the term of Agreement and thereafter, Employee shall ensure that Employee will not infringe or misappropriate any Intellectual Property of Metacube Group Companies, or any Customer, or any third party.

2.2 During the term of Agreement and thereafter, Employee agrees that Employee will not improperly use or disclose any confidential information or trade secrets of any former employer or other person or entity and that Employee will not bring onto the premises of the Metacube Group Companies any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.

2.3 Employee agrees during the term of this Agreement and thereafter that it will take all steps reasonably necessary to hold Confidential Information in trust and confidence, and will not use Confidential Information in any manner or for any purpose not expressly set forth in this Agreement, and will not disclose any such Confidential Information to any third party without first obtaining Metacube's express written consent on a case-by-case basis. Employee shall protect the Confidential Information from disclosure to a third-party using the same level of care it uses to protect its own confidential information, but in no event less than reasonable care.

2.4 Assignment of Intellectual Property. Employee agrees that Employee will promptly make full written disclosure to Metacube, and will hold in trust for the sole right and benefit of Metacube, and hereby assign to Metacube, or its designee, all his rights, titles and interests in and to any and all Intellectual Property, whether or not patentable or registrable under applicable laws, which Employee may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, within the scope of or during the term of Terms of Employment and this Agreement. Employee further acknowledges that all Intellectual Property made by Employee (solely or jointly with others) within the scope of or during the term of this Terms of Employment and this Agreement are "works made for hire".

Employee assigns all his rights, titles and interests in Intellectual Property in favour of Metacube throughout the world and in perpetuity. The Employee further agrees that Sections 19(4), 19(5) and 19(6) of the (Indian) Copyright Act, 1957 or any amendments thereto will not apply to this Agreement.

Employee shall not claim any rights (including Intellectual Property rights, royalty etc.) over the work done by Employee for Metacube Group Companies and/or any of the Customers of Metacube Group Companies and shall not make any claim in this regard and which shall always remain the property of Metacube throughout the world and in perpetuity.

Employee shall not without the Metacube's prior written consent, enter into any arrangement where any third party is commissioned or appointed (in his own capacity or as his agent) to assist Employee in any manner that may confer any rights, interest or title with respect to such Intellectual Property upon such third party. Notwithstanding the foregoing, Employee shall forthwith upon demand, secure the valid assignment or licenses from such third party upon terms acceptable to Metacube so that the said rights may vest legally and exclusively in Metacube or to any nominee or assignee of Metacube as

may be directed.

Employee agrees to assist Metacube, or its designee, at Metacube's expense, in every proper way to secure Metacube's rights in the Intellectual Property in any and all countries, including the disclosure to Metacube of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which Metacube shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to Metacube, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Intellectual Property.

If Metacube is unable because of Employee's mental or physical incapacity or for any other reason to secure his signature to apply for or to pursue any application for any Indian or foreign patents or copyright registrations covering Intellectual Property or original works of authorship assigned to Metacube as above, then Employee hereby irrevocably designates and appoints Metacube and its duly authorized officers and agents as his agent and attorney in fact, to act for and in his behalf and stead to execute and file any such applications and to do all other lawfully permitted acts with the same legal force and effect as if executed by Employee. Employee acknowledges that his remuneration includes compensation for the confirmation and the assignment to Metacube of all intellectual property rights with respect to such Intellectual Property.

Employee covenants and agrees that authorized signatories of Metacube Group Companies shall, as necessary, be Employee's legal representative to make any applications for design, copyright, patents or any other Intellectual Property for which Employee is the inventor or author, and shall be authorized to execute and submit any necessary oaths or statements on Employee's behalf for this purpose.

2.5 Maintenance of Records. Employee agrees to keep and maintain adequate and current written records of all Intellectual Property made by Employee (solely or jointly with others) during the term of Terms of Employment and this Agreement. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by Metacube. The records will be available to and remain the sole property of Metacube at all times and throughout the world.

3. Term

3.1 This Agreement shall continue to remain in force for the term of employment of the Employee with Metacube.

3.2 Notwithstanding the termination of this Agreement, the provisions of this Agreement, the nature of which should reasonably require the survival thereof, shall survive the termination of this Agreement.

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

Metacube Software Pvt. Ltd.:

Employee:

Esha Chowdhary
Head Human Resources

Vikash Soni



PRIVATE AND CONFIDENTIAL

Date: 27-April-22

**Mr. Vinay Chaudhary
Gooba Garden, Katiyar Provision Store,
Near BOB ATM, Kanpur - 208017**

SUBJECT: Offer of Employment and Appointment Letter

Dear Vinay,

With reference to the recent meetings and discussions you have had with us, we are now pleased to make you an Offer of Employment with **IGT Solutions Private Limited** (“Company”).

This Offer is made subject to and is conditional upon you meeting the following criteria:

- A pre-employment screening check, including receipt of references to the satisfaction of the Company, as applicable.
- Verification to the satisfaction of the Company of the information that has been provided to the Company during the course of your application process.
- You are requested, to provide documentary proof to the Company that you are (and continue to be throughout your employment) in possession of the necessary permission to live and work in India. This includes satisfying the requirements of the government medical check, as applicable.

Every effort will be made to complete the Company’s recruitment procedures before the date of your joining the Company. The checks/verifications listed above may be repeated at any time during your employment. If the checks listed above are not completed prior to the commencement of your employment and if you fail in any of the checks/verification performed, the Company may withdraw its Offer of Employment and Appointment Letter immediately and you will not be entitled to any pay in lieu of notice or any other compensation or damages.

If the checks are carried out while you are employed but do not return satisfactory results on account of misconduct, the Company may terminate your employment without notice or pay in lieu of notice, if you have been employed for less than one month, and/or by giving one week’s notice if you have been employed for one month or more (subject to any greater notice period as may be required by law).



Your appointment will be based on the following terms and conditions:

1. **Appointment:** You will be designated as **Trainee** with effect from **27-April-22**. You will report to the **Ashish Vyas (Solution Architect)** aligned and/or such other person as may be notified, from time to time, in writing to you by the Company. Your appointment is subject to your being found medically fit and a satisfactory verification of your qualification and references.
2. **Compensation:** Your role is currently positioned in **Band 1A** grade and your monthly compensation and other benefits will be as specified in **Annexure 'A'**. You shall adhere to all policies framed by the Company and as amended from time to time. The salary shall be payable on a monthly basis in arrears on or about the last working day of each calendar month and not later than 10th day of the succeeding calendar month.

Further, all income tax and all other applicable taxes liabilities arising out of payments received by you by way of remuneration as stated in this Section, present or future, shall be borne by you. The Company shall also be liable to make relevant/ statutory deductions from your monthly compensation as and when there is a change/ amendment of the statute as may be notified to you from time to time.

The compensation paid to you takes into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of overtime or any other allowances unless it has been notified to you in writing.

By accepting this offer, you authorize the Company to deduct from your remuneration (including salary, salary in lieu of notice, holiday pay and sick pay, etc.), in the event of termination of employment or on you resigning, all debts owed by you to the Company or any of its group companies or any fine imposed by the Company as a discretionary penalty pursuant to the Company's disciplinary/ code of conduct procedure.

By accepting this offer, you consent to providing your Aadhar Card for the purposes of a) authentication; b) providing you with statutory dues like provident fund etc; b) proof of address, if applicable and c) background checks through Company personnel or third party vendor. In case you are unable to provide Aadhar card, you will immediately inform us the reason for the same.



3. **Notice Period and Termination:** Your employment may be terminated by either party by giving not less than **90 days'** notice in writing to the other at any time.

Should you desire to resign from the Company, you shall communicate to the Company in writing and shall serve a notice of **3 months'** commencing from the date of your resignation. In case you are not able to serve the required notice period, you may choose to make payment in lieu thereof. However, such waiver of the required notice period shall be subject to the Company's sole discretion.

In case of any pending or contemplated disciplinary proceedings against you, the Company shall have the right to not accept your resignation.

Subject to acceptance of your resignation by the Company, you shall, make yourself available during all office hours, for such period from the date of tendering your resignation, as maybe required by the Company, at its discretion in order to ensure business as usual and smooth transition. Notwithstanding anything contained in this Section, your resignation shall be subject to its acceptance by the Company (provided such approval is not unreasonably withheld) and on completion of the work assigned to you (including handing over of your tasks) and on fulfilling of all of your duties towards your service of employment.

Without prejudice to the above, the Company may in its sole discretion terminate your employment at any time with immediate effect by giving you written notice and paying you one month's gross salary in lieu of notice. No reciprocal right is available to you on account of the nature of the duties assigned to you.

The Company may at its sole discretion relieve you of all or any of your duties anytime during your notice period. In exercising this right, the Company will be under no obligation to assign any duties to you and may require you not to attend office and/ or speak to, contact or otherwise communicate or engage with any employees of the Company.

The Company may at your request, but at its sole discretion relieve you of your duties before the completion of your notice period. If the Company grants such a request, it will be without further payment of salary in lieu of the unexpired part of your notice period.

Your employment may be terminated by the Company without notice or pay in lieu of notice if you commit an act of gross misconduct or other fundamental breach of this Offer of Employment and Appointment Letter. Any delay by the Company in exercising its rights under this Section shall not constitute a waiver of those rights.



You shall be liable to pay the damages to the Company, in case you fail to serve the requisite notice to the Company, which shall be in addition to the recovery of gross salary of deficient notice period stipulated above. Further, you shall not be relieved from contractual notice period, unless expressly relieved in writing.

You will also cooperate fully with the Company in connection with any threat of or actual legal proceeding against the Company or any customer arising out of any matter with or of which you had contact or knowledge during my Employment.

4. **Retirement:** You shall retire upon attaining such retirement age as may be determined by the Company as per its policies from time to time. Upon such retirement, you shall cease to be an employee of the Company. The Company may, however, at its sole discretion, choose to extend the term of your employment for such further period as it may deem fit.

5. **Location/Domicile:** You will initially be posted in **Gurgaon**. However, the Company may, at any time, at its sole discretion, transfer/second and/or depute you from one place to another anywhere in India or abroad and/or from one department to another and/or from one division to another and / or to any of its affiliates, associates, subsidiaries, group companies or customers or other concern in which the Company may be having any interest whether existing or which may arise in future.

It is a condition to your employment that you will comply with any such requirements of the Company. The transfer will not deem to constitute a change in your conditions of service.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall not be entitled to any additional compensation.

6. **Company Policies:** During the course of your employment with the Company, you shall be required to keep yourself informed, updated and comply with, all the policies and procedures of the Company in force and as may be amended from time to time and as applicable to you. Such policies and procedures of the Company shall be deemed to be a part of your Offer of Employment and Appointment Letter and terms and conditions of employment. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to you not being aware of and/or updated with any such Company's policies and amendments thereto.

7. **Role & Responsibility:** Your responsibilities and duties will be shared with you on your joining the Company and you would be expected to discharge your duties accordingly. However, in addition to your usual duties, you may be required to discharge and perform any additional responsibility or work that may be entrusted and assigned to you by the Company. During the course of your employment with the Company, the Company shall be entitled to change your designation and / or reporting structure. You will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.



Further, given the operations of the business process outsourcing industry, you may be required to extend your normal work shift to cater to the exigencies of the work. By accepting the terms and conditions set out in this Offer of Employment and Appointment Letter, it is implied that you are willing to abide by the requirements of the role and position offered to you by the Company.

- 8. Confidentiality:** You will maintain, at all times, strict confidentiality as regards all matters concerning the Company and will not divulge any information regarding the Company to any third party, without the prior written consent of the Company. In addition to the provisions of this Section, your confidentiality obligations towards the Company shall be governed by the terms and conditions of the Proprietary Information and Non-Disclosure Agreement, attached hereto as **Annexure 'B'**, which shall be considered as an integral part of this Offer of Employment and Appointment Letter. In the event of any conflict, in respect of any confidentiality related provisions, between the contents of this Offer of Employment and Appointment Letter and the Proprietary Information and Non-Disclosure Agreement, the provisions of the Proprietary Information and Non-Disclosure Agreement shall take precedence.
- 9. Veracity of Particulars Submitted:** It is understood that this employment is being offered to you on the basis of the particulars submitted by you in your application for employment under the Company. However, if at any time it should emerge that the particulars furnished by you as part of the joining formalities, are false, incorrect or inaccurate; or if any material or relevant information has been suppressed or concealed; if you are engaged in any fraudulent activity or misconduct; or if your performance is not up to the expected standard; your appointment will be considered ineffective and irregular and would be liable to be terminated by the Company forthwith without notice or salary in lieu thereof. This will be without prejudice to the other rights of the Company including taking disciplinary action against you for the same.
- 10. Exclusivity:** During the period of your employment with the Company, you shall work exclusively for the Company and not secure any other job either for remuneration or on honorary basis, without the prior written consent of the Company.
- 11. Non Solicitation:** You shall not at any time during the term of your employment with the Company or thereafter, under any circumstances, directly or indirectly entice or solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to leave the employment of the Company and/ or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the Company to take any action or inaction that may adversely impact the performance by the Company of its obligations under this Letter and / or any other contract or adversely impact the ability of the Company to carry out its normal business activities. You further agree that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the Company, or with those customers



of the Company with whom you had any contact, during your employment with the Company and for a period of one year after your employment ceases with the Company.

12. Post-Employment Restriction regarding Customers: You acknowledge that because of the nature of your work for the Company, your solicitation or serving of certain customer(s) related to your work for the Company would necessarily involve the unauthorized use or disclosure of confidential information and proprietary relationships and goodwill of the Company and its Group, and, in the case of your serving of certain customer(s), could compromise the full compliance of the Company with the applicable laws, rules and regulations of a India regulatory body or U.S. or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of your employment for any reason, you will not, directly or indirectly, solicit or provide services to any customer or prospective customer(s) of the Company to which you had provided (or participated in a proposal to provide) services during the two-year period prior to termination of your employment.

13. Exceptions to Post-Employment Restriction regarding Customers: You understand that the obligations of Section 13 above, will not apply for a period of three (3) years after your start date of your new employment with the customer(s) and/or certain specified kinds of services rendered to such customer(s) who are personal customer(s) of yours who came to the Company solely to avail certain specified kinds of services rendered by you and only as a result of your own independent recruitment efforts, which the Company neither subsidized nor otherwise financially supported as part of a program of customer(s) development.

14. Future Employment with Customers: Except as otherwise provided herein, you understand that you are not prohibited from accepting employment with a customer (or an affiliate of such customer(s)) of the Company. Before entering into substantive discussions with a customer(s) regarding any employment opportunity, you acknowledge and agree that during your employment and for one year thereafter, you must first notify the Company and obtain prior written approval from Company. You acknowledge and understand that it is the intent of the Company to interpret and apply this provision (a) in an effort to ensure the full compliance of the Company entities applicable India and U.S. laws, rules and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the Company entities or their respective customer(s) under applicable India or U.S. laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to you and your interests in future employment with a customer(s). Further, you acknowledge and agree that because of, among other things, the importance of the Company entities, such approval may be withheld by the Company in the event that your employment with a customer(s) would, in the view of Company, be inconsistent with applicable laws, rules and regulations or jeopardize the Company with respect to such customer(s).

15. Variable Pay as applicable: As per provisions of the system to assess the performance as adopted by the Company, every year you shall be entitled to achieve a variable performance pay, which will

be calculated on a yearly basis on the number of days worked during the period 1st April to 31st March of the fiscal year, for the amount specified in **Annexure 'A'**. The amount will be determined as per the Company's performance and your individual performance every year. The variable performance pay is generally paid along with the salary for the month of June, however, the Company reserves the right to alter the date of such disbursement and you shall be notified regarding the same accordingly. You are entitled to the aforesaid variable performance pay for that fiscal year only if you are an active employee of the Company on the 31st March of that year.

16. Personal Particulars: You shall be obligated to keep the Company informed of your latest postal address and other contact details at all times and you shall notify the Company in writing in case of change of such address or contact details. Any communication sent to you by the Company on your last known address (per the Company's records) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

17. Training: During the course of your employment with the Company, you may be required to undergo specialized training(s) / workshop(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current and/ or new responsibility assigned to you. In such cases, the Company may propose that an agreement, in the form and manner acceptable to the Company be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards your specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between you and the Company, you shall be governed by the terms and conditions of such agreement. Such agreement shall be considered as an integral part of this Offer of Employment and Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Offer of Employment and Appointment Letter and such agreement, the provisions of the agreement shall take precedence.

Further, given the specific nature of the business process outsourcing industry, the Company may, at its discretion or at the request of its customer(s), require you to undergo and successfully clear any pre-process training(s) and/or tests, and assess your performance post training, on the parameters as defined by the Company and/or such customer. You would be required to attend all the training sessions diligently, without any leave(s) (unless such leave is sanctioned by the reporting authority) and successfully clear all such tests and examinations in line with the norms laid down by the Company, failing which, you will not be allowed to start any work on any of the Company's work processes and the Company shall be entitled to terminate your appointment forthwith.

18. Jurisdiction: Any dispute of whatsoever nature between you and the Company shall be subject to the exclusive jurisdiction of courts of Gurugram, Haryana only, whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.



- 19. Equitable Relief and Attorney's Fees.** You acknowledge and agree that a breach of this Offer of Employment and Appointment Letter including, but not limited to, a breach of your duties and obligations under the terms and conditions as agreed in all Sections and Annexures hereunder, would cause irreparable harm to the Company and that, in addition to other remedies, the Company on behalf of itself and other Group entities is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. You also acknowledge that, to the extent permitted by law, the Company will be entitled to the payment of the reasonable costs and attorney's fees incurred in enforcing this Offer and Employment and Appointment Letter. You also acknowledge that, to the extent permitted by law, the Company may request that a court extend the one year period following the termination of your Offer of Employment and Appointment Letter, as provided in Sections 13 and 15, to correspond with the period that you had participated in activities prohibited by Sections 13 and 15.
- 20. Liquidated Damages:** You agree that in the event of a breach under Sections 12, 13 and 15, the Company shall be entitled to receive, as liquidated damages, payment from you an amount equal to your annual compensation, inclusive of overtime, bonuses, and sales incentives, received by you and any person who leaves the Company in connection with your breach over his or her last twelve months while with the Company. Such amount shall be paid within thirty (30) days from the mailing of a written notice to you advising of the amount due.
- 21. Medical Fitness:** Your appointment and its continuation is subject to your being medically fit and the Company reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Company.
- 22. Borrowings/ Accepting Gifts:** You shall not borrow or accept any money, facilitations, gift, reward, or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/ vendor or customer(s) with whom you may be having official dealings.
- 23. Amendment:** Any amendment or modification to this Offer of Employment and Appointment Letter shall be made in writing and signed by both parties.
- 24. Severability:** It may be noted that in the event any one or more provisions of this Offer of Employment and Appointment Letter is, for any reason, held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Offer of Employment and Appointment Letter shall remain in full force and effect. The invalid and unenforceable provision shall survive to the extent not so held.



Kindly sign and return a copy of this Offer of Employment and Appointment Letter to the under-signed as a token of your acceptance of the above terms. Please note that if you do not return the duplicate copy of this Offer of Employment and Appointment Letter (duly signed by you) and if you do not report for work on or before the date specified above, it shall be deemed that you are not interested in this Offer of Employment and the same shall automatically stand withdrawn with effect from the said date.

Wishing you every success in this assignment!

Yours Sincerely,

For and behalf of,

IGT Solutions Private Limited

A handwritten signature in black ink, appearing to read 'Ruchika Saim', is written over a horizontal line. The signature is slanted and includes a small arrow pointing to the right at the end.

Ruchika Saim
Senior Manager - Human Resources

cc: Personal file

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents of this Offer of Employment and Appointment Letter including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove.

Name: Vinay Chaudhary

Dated:



Annexure 'A'

(Monthly compensation and other benefits)

Annexure 'B'

Proprietary Information and Non-Disclosure Agreement

Date: 27-April-22

To

**Mr. Vinay Chaudhary
Gooba Garden, Katiyar Provision Store,
Near BOB ATM, Kanpur - 208017**

Dear Vinay,

Subject: Proprietary information, inventions, non-competition and non-solicitation Agreement
("Agreement").

We refer to your offer of employment and appointment letter dated **27-April-2022** ("**Appointment Letter**"). Please treat the contents of this Agreement as part and parcel of the said Appointment Letter, whereby the contents of this Agreement are incorporated into the Appointment Letter. In the event of any conflict between the contents and effect of this Agreement and the Appointment Letter, the contents of this Agreement shall take precedence.

This Agreement is made in consideration of your employment with IGT Solutions Private Limited or its subsidiaries or affiliates (the "**Company**"), and the compensation hereafter paid to you.

You hereby agree to abide by the following:

1. NON-DISCLOSURE



1.1 Recognition of Company's Rights - Nondisclosure. At all times during your employment and thereafter, you will hold in strictest confidence and will not disclose, use, copy, transmit, lecture upon, or publish any of the Company's Proprietary Information (defined below), except as such disclosure, use or publication may be required in connection with your work for the Company, or unless an officer of the Company expressly authorizes such in writing. You will obtain Company's written approval by an authorized representative before publishing or submitting for publication any material (written, verbal, or otherwise) that relates to your work in the Company and/or incorporates any Proprietary Information. You hereby assign to the Company all rights you may have or acquire in such Proprietary Information and recognize that all Proprietary Information shall be the sole property of the Company and its assigns.

1.2 Proprietary Information. The term "**Proprietary Information**" shall mean any and all confidential and/or proprietary knowledge, data or information of the Company, whether in paper, electronic, or other form. By way of illustration but not limitation, "**Proprietary Information**" includes (a) trade secrets, inventions, mask works, ideas, processes, formulas, source and object codes, data, programs, other works of authorship, know-how, improvements, discoveries, developments, designs and techniques (hereinafter collectively referred to as "**Inventions**"); and (b) information regarding plans for research, development, new products, marketing and selling, business plans, budgets and unpublished financial statements, licenses, prices and costs, suppliers and customers; and (c) information concerning the manner and details of Company's operation, organization and management; the identities of Company's customers and the specific individual customer representatives with whom Company works; the details of Company's relationship with such customers and customer representatives; the identities of distributors, contractors and vendors utilized in Company's business; the details of Company's relationships with such distributors, contractors and vendors; the nature of fees and charges made to Company's customers; nonpublic forms, contracts and other documents used in Company's business; information concerning Company's employees, agents and contractors, including without limitation such persons' compensation, benefits, skills, abilities, experience, knowledge and shortcomings, if any; the nature and content of computer software used in Company's business, whether proprietary to Company or used by Company under license from a third party; and all other information concerning Company's concepts, prospects, customers, employees, agents, contractors, earnings, products, services, equipment, systems, and/or prospective and executed contracts and other business arrangements.

Notwithstanding the foregoing, it is understood that, at all such times, you are free to use information which is generally known in the trade or industry, which is not gained as result of a breach of this Agreement, and is known to you through your own, skill, knowledge, know-how and experience to whatever extent and in whichever way you wish.

1.3 Personal Data. In addition to the Proprietary Information, during your employment and association with the Company you may be provided with or come in contact with or create certain personal information, personal identifiable information, sensitive personal data (collectively referred to as



“**Personal Data**”). For the purpose of this Agreement, personal information, personal identifiable information, sensitive personal data shall have the same meaning as in Regulation (EU) 2016/679 – General Data Protection Regulation (“**GDPR**”) and any other applicable laws. You shall use the Proprietary Information and Personal Data received, at any time, solely in respect of your duties as part of your employment and association with Company and in compliance with all applicable laws, including without limitation the GDPR provisions. You shall comply with the Company policies pertaining to the GDPR provisions including without limitation the Binding Corporate Rules published on the Company’s intranet. You shall not make any copies, in whole or in part, machine readable or otherwise, of the Proprietary Information and Personal Data except for copies that need to be made strictly in respect of your duties as part of your employment and association with Company. You shall, at the request of Company at any time, promptly return to Company, all tangible forms of Proprietary Information and Personal Data including any and all copies and partial copies thereof, whether machine readable or otherwise. You shall process Proprietary Information and Personal Data only as instructed by the Company. Except as may be expressly provided herein, you shall, at no time, whether during your employment or association with Company or after its termination or expiry, as the case may be, disclose any Proprietary Information and Personal Data in whole or in part to any third party.

1.4 Third Party Information. In addition, you understand that the Company has received and in the future will receive from third parties confidential or proprietary information (“**Third Party Information**”) subject to a duty on the Company’s part to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of your employment and thereafter, you will hold Third Party Information in the strictest confidence and will not disclose to anyone (other than Company personnel who need to know such information in connection with their work for the Company) or use, except in connection with you work for the Company, Third Party Information unless expressly permitted by a duly authorized officer of the Company in writing.

1.5 No Improper Use of Information of Prior Employers and Others. During your employment with the Company and thereafter, you will not improperly use or disclose any confidential information or trade secrets, if any, of any former employer or any other person to whom you have an obligation of confidentiality, and you will not bring onto the premises of the Company any unpublished documents or any property belonging to any former employer or any other person to whom you have an obligation of confidentiality unless consented to in writing by that former employer or person. You will use in the performance of your duties, only information which is generally known and used by persons with training and experience comparable to your own, which is common knowledge in the industry or otherwise legally in the public domain, or which is otherwise provided or developed by the Company.

2. ASSIGNMENT OF INVENTIONS



- 2.1 Proprietary Rights.** The term “**Proprietary Rights**” shall mean (i) all trade secrets, inventions, discoveries, innovations, any copyright (including copyright in computer software), database rights, rights in inventions, patents, trade or service marks, mask work, brands, logos, slogans trade names, design rights, semi-conductor topography rights, trade secrets, in each case whether registered or unregistered; and (ii) all other industrial or intellectual property rights of whatever nature existing anywhere in the world, in each case whether registered or unregistered; and (iii) applications for registrations and the rights to apply for registration for any of the interests in (i) and (ii) above; together with and including all available renewals and extensions and other intellectual property rights throughout the world.
- 2.2 Prior Inventions.** Inventions, if any, patented or unpatented, which you had made prior to the commencement of your employment with the Company, are excluded from the scope of this Agreement. To preclude any possible uncertainty, you have set forth on *Attachment 1* (Previous Inventions) attached hereto a complete list of all Inventions that you have, alone or jointly with others, conceived, developed or reduced to practice or caused to be conceived, developed or reduced to practice prior to the commencement of your employment with the Company, that you consider to be your property or the property of third parties and that you wish to have it excluded from the scope of this Agreement (collectively referred to as “**Prior Inventions**”). If disclosure of any such Prior Inventions would cause you to violate any prior confidentiality agreement and you understand that you should not disclose to list of such Prior Inventions in Attachment 1, but can alternatively only disclose a cursory name for each such invention, a listing of the party(ies) to whom it belongs and the fact that full disclosure as to such inventions has not been made for that reason. A space is provided on Attachment 1 for such purpose. If no such disclosure is attached, you represent that there are no Prior Inventions. If, in the course of your employment with the Company, you incorporate a Prior Invention into a Company product, process or machine, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license (with rights to sublicense through multiple tiers of sublicenses) to make, have made, modify, use and sell such Prior Invention. Notwithstanding the foregoing, you agree that you will not incorporate, or permit to be incorporated, Prior Inventions in any Company Inventions without the Company’s prior written consent.
- 2.3 Intellectual property creation and ownership.** You hereby warrant and agree that all Proprietary Rights, in (i) any existing, current or future projects; and (ii) any generally existing Company’s intellectual property, shall be the property of the Company or any one of its nominees as and when developed. You hereby assign to the Company, with full title guarantee, all Proprietary Rights and all other right, title and interest over all current, existing or future projects (by way of future assignment in respect of any future rights and by immediate assignment of any rights currently in existence) for the full duration of such rights, throughout the world.
- 2.4 Ownership of Inventions IPR and Patents.** You acknowledge that you are an employee the Company and that the Company is the first owner of all Proprietary Rights, inventions and patents



you make in the course of your employment with the Company. To confirm this ownership, you hereby assign/ transfer to the Company your entire right, title and interest throughout the world, in and to any such creation of Proprietary Rights inventions, as well as your entire right, title and interest in and to any patent applications which may be filed with respect to such inventions anywhere in the world, and any and all patents which may be issued or re-issued for such inventions during the course of your employment with the Company. You agree that the Company has the right to keep detailed records of when Proprietary Rights are created by or on behalf of the Company and you shall disclose promptly to your supervisor, all trade secrets, confidential information, inventions, designs, copyrightable works and trademarks and all other matters which taken together, either by yourself or in cooperation with others, during the course of your employment with the Company. You agree to keep written or electronic records of the Proprietary Rights created by yourself in the course of employment with the Company and you acknowledge that such records are the property of the Company.

- 2.5 Assignment of Inventions.** Subject to Sections 2.8, and 2.10 herein below, you hereby assign and agree to assign and transfer in future (when any such Inventions or Proprietary Rights are first reduced to practice or first fixed in a tangible medium, as applicable) to the Company all your rights, title and interests in and to any and all Inventions (and all Proprietary Rights with respect thereto) whether or not patentable or registered under copyright or similar statutes, made or conceived or reduced to practice or learned by you, either alone or jointly with others, during the period of your employment with the Company. Inventions assigned to the Company, or to a third party as directed by the Company pursuant to this Section 2, are hereinafter referred to as “**Company Inventions**”.
- 2.6 Non-assignable Inventions.** You recognize that, in the event of a specifically applicable law, regulation, rule, or public policy (“**Specific Inventions Law**”), this Agreement will not be deemed to require assignment of any invention which qualifies fully for protection under a specific inventions law by virtue of the fact that any such invention was, for example, developed entirely on your own time without using the Company’s equipment, supplies, facilities, or trade secrets and neither related to the Company’s actual or anticipated business, research or development, nor resulted from work performed by you/ by your team for the Company. In the absence of a specific inventions law, the preceding sentence will not apply.
- 2.7 Obligation to Keep Company Informed.** During the period of your employment and for the next six months after the last day of your employment with the Company, you will promptly disclose to the Company fully and in writing all Inventions authored, conceived or reduced to practice by yourself, either alone or jointly with others. In addition, you will promptly disclose to the Company all patent applications filed by you or on your behalf within eighteen months after termination of employment. At the time of each such disclosure, you will advise the Company in writing of any Inventions that you believe fully qualify for protection under the provisions of a specific inventions law; and you will at that time provide to the Company in writing all evidence necessary to



substantiate that belief. The Company will keep in confidence and will not use the information for any purpose or disclose to any third parties without your consent any confidential information disclosed in writing to the Company pursuant to this Agreement relating to Inventions that qualify fully for protection under a specific inventions law. You will preserve the confidentiality of any Invention that does not fully qualify for protection under a specific inventions law.

2.8 Government or Third Party. You also agree to assign all your rights, title and interests in and to any particular Invention to a third party, as directed by the Company.

2.9 Works for Hire. You acknowledge that all original works of authorship which are/ were made by you (solely or jointly with others) within the scope of your employment and which are protectable by copyright are “works made for hire,” including pursuant to United States Copyright Act (17 U.S.C., Section 101) and/ or applicable law.

2.10 Enforcement of Proprietary Rights. You will assist the Company in every proper way to obtain, and from time to time enforce, Proprietary Rights relating to Company Inventions in any and all countries. To that extent, you will execute, verify and deliver such documents and perform such other acts (including appearances as a witness) as the Company may reasonably request for use in applying for, obtaining, perfecting, evidencing, sustaining and enforcing such Proprietary Rights and the assignment thereof. In addition, you will execute, verify and deliver assignments of such

Proprietary Rights to the Company or its designee. Your obligation to assist the Company with respect to Proprietary Rights relating to such Company Inventions in any and all countries shall continue beyond the termination of your employment, but the Company shall compensate you at a reasonable rate after your termination for the time actually spent by you at the Company’s request on such assistance as may be agreed with the Company.

In the event the Company is unable for any reason, after reasonable effort, to secure your signature on any document(s) needed in connection with the actions specified in the preceding paragraph, you hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as your agent and attorney in fact, which appointment is coupled with an interest, to act for and in your behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraph with the same legal force and effect as if executed by yourself. You hereby waive and quitclaim to the Company any and all claims, of any nature whatsoever, which you now or may hereafter have for infringement of any Proprietary Rights assigned hereunder to the Company.

2.11 Confirmatory Assignment for other parts of the World. You agree to execute any further assignments, applications or other documents as requested by the Company, its successors, assigns



or legal representatives, to obtain any and all copyright registrations or patents for the inventions and transfer or record the transfer of their ownership to the Company, its successors, assigns or legal representatives.

You hereby warrant that any and all intellectual property and Proprietary Rights arising out of or relation to this employment will belong to the Company at all times, and where necessary shall be assigned to and vest in the Company solely and you shall have no title right or interest whether legal or beneficial in or to any such Intellectual Property or Proprietary Rights.

3. NO CONFLICTS OR SOLICITATION

You acknowledge that during your employment, you will have access to and knowledge of Proprietary Information. You also acknowledge that: (i) unauthorized disclosure of Proprietary Information will damage Company's business; (ii) Proprietary Information would be susceptible to immediate competitive application by a competitor of Company; (iii) Company's business is substantially dependent on access to and the continuing secrecy of Proprietary Information; (iv) Proprietary Information is novel, unique to Company and known only to yourself, Company and certain key employees and contractors of Company; and (v) the restrictions contained in this

Agreement are reasonable and necessary for the protection of Company's legitimate business interests. To protect the Company's Proprietary Information, you agree that during the period of your employment with the Company, you will not, without the Company's express written consent by an authorized representative, engage in any other employment or business activity directly related to the business in which the Company is now involved or becomes involved, nor will you engage in any other activities which conflict with your obligations to the Company. To protect the Company's Proprietary Information, and because of the position in the Company that you will hold, you agree that during your employment with the Company, whether full-time or part-time, and after your last day of employment with the Company and thereafter, you will not (a) directly or indirectly solicit or induce any employee, agent, or contractor of the Company to terminate or negatively alter his or her relationship with the Company or (b) directly or indirectly solicit the business of any customer(s) of the Company (other than on behalf of the Company), or (c) directly or indirectly induce any customer, supplier, vendor, consultant or independent contractor of the Company to terminate or negatively alter his, her or its relationship with the Company. You agree that the geographic scope of the non-solicitation should include the "Restricted Territory" (as defined below).

If any restriction set forth in this Section 3 is found by any court of competent jurisdiction to be unenforceable because it extends for too long a period of time or over too great a range of activities



or in too broad a geographic area, it shall be interpreted to extend only over the maximum period of time, range of activities or geographic area as to which it may be enforceable.

4. COVENANT NOT TO COMPETE

You acknowledge that during your employment, you will have access to and knowledge of Proprietary Information. You also acknowledge that during your employment with the Company, you may hold a management or executive position or will be, an assistant to a manager or executive, or otherwise have unique access to technology or business processes or systems of the Company. To protect the Company's Proprietary Information, and because of the position in the Company that you will hold, you agree that during your employment with the Company, whether full-time or part-time, and for a period of three months / or the notice period as detailed in the Appointment Letter, after you written notice of resignation to the Company, you will not directly or indirectly engage in (whether as an employee, consultant, proprietor, partner, director, owner, investor, advisor, or otherwise), or have any ownership interest in, or participate in the financing, operation, management or control of, any person, firm, corporation or business that engages in a "Restricted Business" in a "Restricted Territory" (as defined below).

4.1 Reasonable. You agree and acknowledge that while employed by Company, you will have access to substantial and unique trade information that would be valuable or useful to Company's competitors and that you will also have access to Company's valuable customer relationships, and therefore acknowledges that the foregoing restrictions on your future employment and business activities are fair and reasonable. You acknowledge and are prepared for the possibility that your standard of living may be reduced during the period that you are restricted from engaging in certain activities, as described herein, and assume and accept any risk associated with that possibility, and further acknowledge that any such drop in your standard of living does not constitute undue hardship. You also acknowledge and agree that this paragraph is reasonably necessary for the protection of Company's legitimate business interests and Proprietary Information as defined in paragraph 1.2 herein, that through your employment, you shall receive adequate consideration for any loss of opportunity associated with the provisions herein, and that these provisions provide a reasonable way of protecting Company's valuable information, which will be imparted to you. If any restriction set forth in this Section 4 is found by any court of competent jurisdiction to be unenforceable because it extends for too long a period of time or over too great a range of activities or in too broad a geographic area, it shall be interpreted to extend only over the maximum period of time, range of activities or geographic area as to which it may be enforceable.

4.2 As used herein, the terms:



(i) “**Restricted Business**” shall mean the Company’s core business, which consists of (a) integrated Information Technology Solutions (IT), (b) Business Process Outsourcing (BPO) and (c) Consulting Services offerings across the Travel domain. The Company provides unique domain and operational expertise to deliver solutions and services to airlines, travel distribution providers and large travel agencies.

(ii) “**Restricted Territory**” shall mean any country in which the Company conducts business and any other country, city, state, jurisdiction, or territory in which the Company does business.

5. DUTY OF CONFIDENTIALITY

It is a condition of your employment with the Company that you will not, during the course of your employment with the Company (except in the proper course of duties) or thereafter on leaving employment, discuss or use for your own benefit or the benefit of any third party, any information of a secret or confidential nature, Proprietary Information or Personal Data acquired during the period of employment and relating to the trade or business of the Company.

For avoidance of doubt, the following is a non-exhaustive list of matters which are considered confidential in relation to the Company:

- Any trade secrets of the Company;
- Delivery model of the Company;
- Business processes and working strategies or any project related or customer related information;
- Any software that the Company has developed, has used or is in the process of using and any customer related software or data;
- Any information in respect of which the Company is bound by an obligation of confidence to any third party;
- Marketing strategies and plans, business plans and proposals;
- Customer lists and details of contacts with or requirements of customers;
- Information which has been supplied in confidence by customers or suppliers to the Company, or to customers or suppliers by the Company;
- Any intellectual property rights (“**IPR**”) as defined above, plus any invention, technical data or know-how of the Company or any of its customers; and
- Any information made available to you which is identified as being of a confidential nature or by its very nature would be considered so by any reasonable person.

6. PROPRIETARY RIGHTS INDEMNITY



You hereby confirm that you have not committed any copyright infringement or other breach of third party rights, and shall at all times prevent the unauthorized use of computer programs or the data belonging to third parties, copy any computer program or data on your computer system without the express prior written authorization of the Company. Further, all work performed and Proprietary Rights created will not include any (i) any third party software; or (ii) open source software, except where:

- a) Any such material is expressly identified and listed and fully documented and presented to the Company by way of full disclosure and all details including license terms and rationale for their use together with such additional information as the Company may request; and
- b) The Company has given its prior written consent to the use of such IPR or any other material.

Without prejudice to any other rights or remedies the Company may have, you shall indemnify, keep indemnified and hold harmless the Company against any and all losses arising out of or in connection with (i) any breach of any warranty/ies; and/or (ii) any claim for actual or alleged infringement of a third party's IPR arising out of or in connection with the duties or jobs undertaken by you.

In addition to the indemnity provided above, if any third party makes a claim or notifies an intention to make a claim that in respect of any IPR infringement or if you, otherwise become aware of a possible claim, then you will be under an immediate obligation to notify the Company.

7. WAIVER OF MORAL RIGHTS

You hereby waive, as against the Company, its successors, assigns and licensees, all moral rights which you have or have acquired in respect of the copyrighted works. You further agree that if required, you shall enforce your moral rights as against others as directed by and at the cost of the Company or its successor-in-title of the copyright in the works.

8. RECORDS

You agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Company) of all Proprietary Information developed by you and all Inventions made by you during the period of your employment at the Company, which records shall be available to and remain the sole property of the Company at all times.

9. NO CONFLICTING OBLIGATION



You represent that your performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence information acquired by you in confidence or in trust prior to your employment by the Company. You have not entered into, and you agree, you will not enter into, any agreement either written or oral in conflict herewith. If you are a party to any such agreement, you agree to disclose that agreement to IGT in writing immediately upon the start of your employment.

10. RETURN OF COMPANY MATERIALS

When you leave the employment of the Company, you will return and deliver to the Company all materials provided by the Company including but not limited to desktop/ laptop and any additional systems, all drawings, notes, memoranda, specifications, devices, formulas, excel files and documents, together with all copies thereof, and any other material provided and/or containing or disclosing any Company Inventions, Third Party Information or Proprietary Information of the Company.

You further agree that any property situated on the Company's premises and owned by the Company, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or without notice. Prior to leaving, you will cooperate with the Company in completing and signing the Company's termination/separation statement.

11. LEGAL AND EQUITABLE REMEDIES

Because your services are personal and unique and because you may have access to and become acquainted with the Proprietary Information of the Company, you acknowledge that if you breach any obligation under this Agreement, Company may suffer immediate and irreparable harm and damage for which money alone cannot fully compensate Company. You therefore agree that upon such breach or threatened breach of any obligation under this Agreement, the Company shall have the right to enforce this Agreement and any of its provisions by injunction, specific performance or other equitable relief, without bond and without prejudice to any other rights and remedies that the Company may have for a breach of this Agreement.

12. NOTICES

Any notices required or permitted hereunder shall be given to the appropriate party at the address specified below or at such other address as the party shall specify in writing. Such notice shall be



deemed given upon personal delivery to the appropriate address or if sent by certified or registered mail, three days after the date of mailing.

In case of Employee: The notices should be sent to you at your personal address as per the Company's records which is as follows:

Mr. Vinay Chaudhary
Gooba Garden, Katiyar Provision Store,
Near BOB ATM, Kanpur - 208017

In case of the Company: At the following address:

HR Department

IGT Solutions Private Limited

Echelon Building, Plot No. 49,

Sector – 32, Gurgaon – 122001, Haryana, India

With a copy to:

Legal Department

IGT Solutions Private Limited

Echelon Building, Plot No. 49,

Sector – 32, Gurgaon – 122001, Haryana, India

13. NOTIFICATION OF NEW EMPLOYER

In the event that you leave the employment of the Company, you hereby consent to notify your new employer of your rights, obligations and restrictions under this Agreement.

14. GENERAL PROVISIONS

14.1 Governing Law; Consent to Personal Jurisdiction and Exclusive Forum. This Agreement will be governed by and construed according to the laws of the India. You agree and acknowledge that any controversy arising out of or relating to this Agreement or the breach thereof, or any claim or



action to enforce this Agreement or portion thereof, or any controversy or claim requiring interpretation of this Agreement must be brought in legal jurisdiction of Gurugram, Haryana. No such action may be brought in any forum outside the Gurugram, Haryana. Any action brought in contravention of this paragraph by one party is subject to dismissal at any time and at any stage of the proceedings by the other, and no action taken by the other in defending, counter claiming or appealing shall be construed as a waiver of this right to immediate dismissal. A party bringing an action in contravention of this paragraph shall be liable to the other party for the costs, expenses and attorney's fees incurred in successfully dismissing the action or successfully transferring the action to the judicial courts located in the country of your employment.

- 14.2 Severability.** In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of this Agreement, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. If moreover, any one or more of the provisions contained in this Agreement shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall then appear.
- 14.3 Successors and Assigns.** This Agreement will be binding upon your heirs, executors, administrators and other legal representatives and will be for the benefit of the Company, its successors, and its assigns.
- 14.4 Survival.** The provisions of this Agreement shall survive the termination of your employment and the assignment of this Agreement by the Company to any successor in interest or other assignee.
- 14.5 Waiver.** No waiver by the Company of any breach of this Agreement shall be a waiver of any preceding or succeeding breach. No waiver by the Company of any right under this Agreement shall be construed as a waiver of any other right. The Company shall not be required to give notice to enforce strict adherence to all terms of this Agreement.
- 14.6 ACKNOWLEDGEMENT.** YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD ALL OF THE TERMS AND PROVISIONS OF THIS AGREEMENT. THIS AGREEMENT SHALL NOT BE CONSTRUED AGAINST ANY PARTY BY REASON OF THE DRAFTING OR PREPARATION HEREOF.
- 14.7 Entire Agreement.** The obligations pursuant to Sections 1 through 8 (including all subparts) of this Agreement shall be applicable at all times including during the period of your employment with the



Company as a consultant/employee if no other agreement governs non-disclosure and assignment of inventions during such period and thereafter. This Agreement is the final, complete and exclusive agreement of the parties with respect to the subject matter hereof and supersedes and merges all prior discussions between us. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing and signed by the party to be charged. Any subsequent change or changes in your duties, salary or compensation will not affect the validity or scope of this Agreement

This Agreement shall be effective as of the first day of your employment with the Company, namely: **IGT Solutions Private Limited.**

Yours Sincerely,

For and on behalf of

IGT Solutions Private Limited

A handwritten signature in blue ink that reads 'Ruchika Saim'. The signature is written in a cursive style and is underlined with two parallel lines.

Ruchika Saim
Senior Manager - Human Resources

Agreed and Accepted

I have been offered to seek independent legal advice before completing this Agreement. I have read this Agreement carefully and have fully understand the terms and conditions. I hereby accept the terms and conditions stated hereinabove and agree to the same being incorporated as part and parcel of my Appointment Letter dated **27-April-2022.**

Name: Vinay Chaudhary

Date:



APPOINTMENT LETTER

March 31, 2022

Dear Vishal Srivastava,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Vishal Srivastava, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Vishal Srivastava

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Vishal Srivastava 31/3/2022 10:24 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

22263450



APPOINTMENT LETTER

January 23, 2022

Dear Viswas Pal,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12** months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Viswas Pal, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Viswas Pal

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167

Total Cost to Company per annum**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Viswas Pal 23/1/2022 7:32 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com



APPOINTMENT LETTER

January 24, 2022

Dear Ritu .,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Ritu ., confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Ritu .

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Ritu . 24/1/2022 2:00 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23261486

December 30, 2021

To,
Yash Gupta
Vill & Post Gahrauli,
Distt. Hamirpur Pincode: 210506,
Distt Hamirpur,
Uttar Pradesh

Dear Yash,

Congratulations on successfully clearing our Graduate Engineering Trainee selection process. We, Metacube Software Private Limited, a Metacube Group Company, are pleased to offer you an appointment as **Trainee Software Engineer**.

The documents included in this offer and constituting the whole Employment Contract between you and Metacube Software Private Limited (Company), are as follows :

1. Offer of Employment
2. Terms of Employment
3. Employee Confidentiality and Intellectual Property Assignment Agreement
4. Training and Compulsory Service Agreement

In addition to the terms and conditions mentioned in documents 2 to 4 listed above, the following terms and conditions shall also apply:

Eligibility

This offer of employment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the professional degree that forms the basis of this appointment.

Joining

You shall join the Company on **February 1, 2022**. The Company may however change the joining date at its discretion.

Training/Probation period

The training/probation period will be for a period of 6 (six) months from the date of your joining. On expiry of your probation period, the Company shall confirm your appointment, subject to your satisfactory performance and availability of a suitable vacancy in any of Metacube Group Companies.

Compensation

1. You will be paid **Rs 10,000/- per month** for the training/probation period. .
2. On successful completion of training, your annual compensation will be revised to **Rs. 500854** effective from **August 01, 2022**. The details for the compensation are given as **Annexure 1 of Terms Of Employment**.

3. Your annual compensation will be revised to **Rs. 575854** effective from **August 01, 2023**. The details for the compensation are given as **Annexure 2 of Terms Of Employment**.

Compulsory Condition

Considering that the Company will be incurring substantial expenses on your training, it shall be compulsory for you to serve the Company for 24 (Twenty four) months from the date of successful completion of training/probation period. In case you leave the Company before completing the training/probation period or the post training compulsory service period, the Company shall be entitled to recover a sum of Rs. 2,00,000 (Rupees Two Lakhs only) from you as liquidated damages. To ensure this condition you shall also enter into a separate Training and Compulsory Service Period Agreement with the Company on non-judicial stamps of requisite value.

Assessment

During the training/probation period your performance would be assessed on a regular basis through classroom interaction, practical assignments, tests and other means. At the end of fourth and eighth month from your date of joining, if your cumulative performance is not found to be as per the desired standards, you may be disallowed to continue as an employee at the sole discretion of the Company without giving any notice.

Misconduct/Indiscipline

In case of any misconduct or act of indiscipline you may be disallowed to continue as an employee as per Company's 'Disciplinary Action Guidelines'.

We welcome you to the team and look forward to you having a long successful career with us.

Yours truly,

For Metacube Software Private Limited

Esha Chowdhary
Head Human Resources

By signing below, the Employee understands and acknowledges that the Company is offering the employment for a salary, and in consideration of this salary, the Employee hereby accepts the Offer of Employment. Both the Employee and Company hereby agree to abide by all conditions stated in the above listed and hereto attached documents, collectively referred to as the Employment Contract.

Employee:

Yash Gupta

TERMS OF EMPLOYMENT

I, **Yash Gupta**, as a condition of my employment or continued employment with **Metacube Software Pvt. Ltd.** (Company) and receipt of the compensation now and hereafter paid by Company, agree to the following Terms of Employment:

1. Terms and Conditions

In accepting employment by Company, I have not relied and will not rely on any statements or representation, whether oral or in writing, by any officers, employees or agents of the Company concerning the terms and conditions of employment except those specifically stated in writing and signed by both me and an authorized officer of the Company.

2. Joining Formalities

I understand that this Terms of Employment will become effective from **February 1, 2022**, and I will need to submit the following documents on or before the Joining Date:

- Passport size photographs (5 Nos.)
- Permanent residence proof and address of my current residence.
- Relieving Letter from the previous employer (if applicable).
- Experience Certificate from the previous employer (if applicable).
- Last two months' salary slip from the previous employer (if applicable).
- Self-attested photocopies of academic certificates in X, XII, graduation and post-graduation (if applicable).
- Contact details of two references.

3. Background Check

I understand that the Company may on its own or through an external agency perform a background check on me and I have no objection to the same. The background check may involve obtaining feedback from the references provided by me.

If the background check reveals unfavourable results, I will be liable to disciplinary action, including termination of employment without notice and there will be no liability to the Company whatsoever.

4. Compensation and its Confidentiality

I understand that my compensation will be as outlined in Annexure 1.

I understand that my compensation is confidential information and I agree that I will maintain utmost confidentiality with regard to my compensation and benefits. I will not discuss my compensation and benefits with anyone, but with the supervisor I report to.

5. Workplace, Transferability and Assignment

I understand that my initial workplace will be: **SP-6, Phase IV, EPIP, Sitapura, Jaipur, India 302022.**

Metacube Group Companies

Metacube Software Private Limited, together with its subsidiaries, holding company/entity and

associate companies/entities, is hereinafter referred to as the Metacube Group. All the companies/entities belonging to the Metacube Group are referred to as the Metacube Group Companies.

Assignment

Company may in its sole discretion assign my Terms of Employment to any Metacube Group Company by written notice to me.

Transferability across locations

I understand that my services are transferable across locations and I may be transferred to any office of a Metacube Group Company, or may be required to work out of a client location, or any such offices as determined by the Company.

Policy Applicability

I understand that I shall comply with Company's policies, as applicable to me from time to time. In case my employment is assigned to another Metacube Group Company, or in case I am deputed to any Metacube Group Company or client site, or I am transferred to any office of Metacube Group Company or any such offices as determined by the Company; I will be governed by the policies of that Metacube Group Company and/or location.

Any refusal to take up the assignment or projects assigned to me for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action, including termination of my services with the Company and there will be no liability to the Company whatsoever.

6. Company's Belief and Work Culture

I will subscribe to Company's beliefs and work culture, and will put in my best efforts to strengthen them.

Professional Environment	The Company will lay stress on the development of professional environment of the highest standard within the organization and outside it.
Perfection	The Company will march relentlessly towards perfection in its products and services.
Customer Satisfaction	The Company will use customer satisfaction as the major yardstick for judging the effectiveness and performance of the products and services delivered by it.
Technological Leadership	The Company will continuously work towards gaining and retaining technological leadership. Knowledge will always be treated as one of the very important assets.
Contribution	The Company will keep the advancement of the society, state and country in its perspective when deciding its policy and course of action.
Team Work	The Company will work towards developing a team of motivated, sincere and professional members who will work as a cohesive and synchronized group towards the collective goals.

7. Adherence to rules and regulations

I will follow all the rules and regulations of the Company and comply with all the provisions of Metacube Group Employee Handbooks, policies, health and safety procedures, code of conduct or other such documents that are issued by the Company, from time to time. Such rules, regulations, handbooks, policies or provisions may be added, modified, suspended, or canceled by Company at any time without notice.

I fully understand that in case of any act of indiscipline, non-cooperation, disobedience, misconduct or working against Company's interests on my part, the Company reserves the right to discontinue my services with immediate effect. There will be no liability to the Company whatsoever in this case.

8. Conflicting Employment or Activity

I agree that, during the term of my employment with Company, I will not work for any employer other than the Company. I will neither engage in any occupation, consulting or other business activity, nor in any other activities that conflict with my obligations to Company without seeking prior approval from the Company.

9. Term and Notice Period

I agree that unless specifically stated in writing and signed by both me and an authorized officer of the Company, subject to controlling law, any employment granted to me is at will and for an indefinite term and that such employment may be terminated at any time by giving a 60 days' written notice either by me or by the Company for any or no reason whatsoever.

In case of insufficient notice from either side, the defaulting party would be liable to pay an amount equivalent to the Base Salary (as set out in Annexure 1), excluding the Company's contribution to the provident fund, for the insufficient notice period. However due to exigencies of business, the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

In case I leave the employment in less than one year from the Joining Date, I also agree to refund the following, if applicable- a) amount Company has paid as fee to the recruitment consultant, b) joining bonus and c) relocation expenses and the Company shall be entitled to set-off the same from any dues payable to me, if it so deems fit.

10. Employee's Inability To Contract For Employer

I agree that, I will not have the right to make any contracts or commitments for or on behalf of the Company without first obtaining express written consent from the Company.

11. Gift from third party :

I will not accept any money, gift, reward or compensation for personal gains from or otherwise place myself under pecuniary obligation to any person or client with whom I may be having official dealings.

12. Returning Company Property :

I agree that, at the time I leave the employment of Company, I will deliver to Company (and will not keep in possession, recreate or deliver to anyone else) Company's assets/property, or all confidential

information, source code, object code, hardware devices, equipment, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, books and any other documents or reproductions of any aforementioned items (*in whatever form*) developed by me (solely or jointly with others) pursuant to employment with Company or otherwise belonging to Company, its successors or assigns.

13. Equitable Relief:

I agree that it would be impossible or inadequate to measure and calculate Metacube Group Companies' damages from any breach of the covenants set forth in the Employment Contract (defined hereinafter). Accordingly, I agree that upon breach of any terms or conditions of Employment Contract, Metacube Group Companies will have available, in addition to any other right or remedy available, the right to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach and/or to specific performance of any such terms or conditions of Employment Contract. I further agree that no bond or other surety shall be required in order to obtain such relief and I hereby consent to such jurisdiction and/or to any order of specific performance.

14. Indemnity :

I shall, at my own cost and expense, indemnify, defend or settle, and hold Metacube Group Companies, their directors, shareholders, officers, employees, consultants and customers free and harmless from and against any and all losses, liabilities, claims, actions, costs and expenses, including attorneys' fees and court costs, relating to, resulting from or in any way arising out of breach of terms and conditions under Employment Contract.

15. Data Privacy:

By executing this Terms of Employment, I permit the Company to use my personal information or sensitive personal data or information as provided or may be provided to the Company in connection with my employment and stored by the Company in electronic medium. Thus, in connection with my employment, the Company is entitled to collect, store, analyze and even share my personal information or sensitive personal data or information with Company's consultants, advisors or any third party to comply with the requirements of any applicable law or for any other lawful purposes.

For avoidance of doubt, I acknowledge that the Company shall not be responsible for authenticity of the information provided by me. I understand that I may choose to withdraw this consent by writing to the Company. However, my employment is contingent upon my continued consent to the Company's usage of my personal information or sensitive personal data or information as aforesaid.

I understand that all data/communication happening on Metacube Group Company computer resources is property of Metacube Group and the same can be accessed/reviewed by the concerned Metacube Group Company.

16. Non-Compete, Non-Solicitation and Non-Interference:

I shall not during the term of this Terms of Employment and for a period of three (3) years immediately following the termination of this Terms of Employment for any reason, anywhere in the world (i) directly or indirectly for my own account or as an employee of any third party or as a partner, officer, consultant, agent, proprietor, principal, corporate officer, or shareholder (other than shares regularly traded in a recognized market) of any third party, solicit Metacube Group Companies' business from any of its present or future customers (other than on behalf of Metacube Group Companies); (ii) or otherwise interfere with any business relationship of Metacube Group Companies.

I agree not to accept any offer of employment from any of the Metacube Group Companies' customer during the term of employment, and wherever that customer is located, for a period of twelve (12)

months after I cease to be employed by Metacube except with the Metacube's written permission.

I shall not during the term of this Terms of Employment and for a period of two (2) years immediately following the termination of this Terms of Employment for any reason, either directly or indirectly solicit, induce, recruit or encourage any of Metacube Group Companies' employees or consultants to leave their employment or consulting relationship, or take away such employees or consultants, either for myself or for any other person or entity.

17. General Provisions:

a) Entire Contract and Alteration:

The Employment Contract, i.e., 'Offer of Employment', this 'Terms of Employment', 'Employee Confidentiality and Intellectual Property Assignment Agreement' and 'Training and Compulsory Service Agreement', sets forth the entire agreement and understanding between the Company and me relating to the subject matter herein and merges all prior discussions between us. No modification or amendment to the Employment Contract, nor any waiver of any rights, will be effective unless in writing signed by the party to be charged.

Any subsequent change or changes in my duties, salary or compensation, workplace, etc. will not affect the validity or scope of the Employment Contract.

b) Governing Law and Jurisdiction:

The laws of India, will govern the Employment Contract, and I hereby expressly consent to the exclusive jurisdiction of the competent courts in the State of Rajasthan for any lawsuit arising from or relating to my employment.

c) Severability:

If one or more of the clauses in this Employment Contract are deemed unenforceable, then the remaining clauses will continue in full force and effect.

d) Successors and Assigns:

This Employment Contract will be binding upon my heirs, executors, administrators and other legal representatives and will be for the benefit of the Company, its successors, and its assigns.

e) Reasonableness of Restrictions:

I have carefully read and considered the provisions of Employment Contract and, having done so, agree that the restrictions set forth therein (including, but not limited to, the time period of restriction and the geographical areas of restriction) are fair and reasonable and are reasonably required for the protection of the interests of Metacube Group, its officers, directors, shareholders and employees.

f) Notices:

Any notice or communication to be given by me or the Company under the Employment Contract shall be in writing and shall be deemed to be duly served if delivered by prepaid registered post acknowledgment due or through a recognized courier service, by hand delivery, fax or by email to the following address:

To **Metacube Software Private Limited** at:

Kind Attn.: Head Human Resources

Address: SP-6, Phase IV, EPIP, Sitapura, Jaipur - 302022, India

Fax: 91-141-2771691

E-mail: hrd@metacube.com

To **Employee** at:

Yash Gupta
Vill & Post Gahrauli,
Distt. Hamirpur Pincode: 210506,
Distt Hamirpur
Uttar Pradesh
E-Mail: guptayash2012@gmail.com

Any notice given as provided by this Clause shall be deemed to be received by me or the Company to whom it is addressed when:

- in the case of any notice delivered by hand, when so delivered and acknowledged by the receiving party;
- if sent by pre-paid post acknowledgment due or through a recognized courier service, when received;
- if sent by fax or e-mail, in case fax or email is sent in business hours then immediately on delivery and if send post 6 p.m., then on the next business day at 9 a.m. Provided the recipient of such fax or e-mail acknowledges receipt of the same immediately.

I or the Company may, from time to time, change its address or representative for receipt of notices provided for in Employment Contract by giving to the other party not less than ten (10) days prior written notice.

Metacube Software Private Limited:

Employee:

Esha Chowdhary
Head Human Resources

Yash Gupta

Encl: as below

ANNEXURE 1

COMPENSATION BREAKUP - I

	Monthly	Annually
(A) Monthly Base Salary		
Basic Pay	15000	180000
House Rent Allowance	6000	72000
Transportation Allowance	3000	36000
Executive Allowance	7350	88200
Medical Allowance	1250	15000
Employer's contribution to PF	0	0
Total (A)	32600	391200
(B) Additional Monthly Allowances		
Project Hot Skill Allowance (PHSA)	4250	51000
Fast Track Allowance	1500	18000
Total (B)	5750	69000
(C) Total Monthly Salary (A+B)	38350	460200
(D) Fixed Annual Components		
Compulsory Service Period Bonus		25000
Total (D)		25000
(E) Fixed Annual Compensation (C+D)		485200
(F) Other Benefits		
Gratuity		8654
Term Insurance		1000
Group Personal Accident Insurance		300
Covid Compensation Insurance		700
Medical Insurance		5000
Total (F)		15654
Gross Annual Compensation (E+ F)		500854

Leave Encashment - In addition to the above Gross Annual Compensation, you are entitled to a leave encashment of upto Rs. 19560/- for the unavailed leaves in a calendar year as per leave encashment policy of the Company. Your Revised Gross Annual Compensation including potential leave encashment will be Rs. 520414/-.

A. Calculation of Components

1. **Provident Fund :** Employer and employee provident fund contribution shall be as per applicable law for the employees that are mandatorily covered by such law. For the employees that are not mandatorily covered by such law the employer and employee provident fund contribution is decided through mutual consent
2. **Gratuity:** As per statutory provisions stated under “The Payment of Gratuity Act, 1972”.
3. **Leave Encashment:** As per leave encashment policy of the Company. The maximum leave encashment amount has been calculated based on 18 days of unavailed leaves.
4. **Term Insurance:** Sum insured of Rs. 10 lakhs or such other sum, as per the terms and conditions of the group term insurance policy taken by the Company.
5. **Group Personal Accident Insurance (GPAI):** Sum insured of Rs 10 lakhs, as per the terms and conditions of the group personal accident insurance policy taken by the Company.
6. **Covid Compensation Insurance:** Sum insured of Rs. 10 lakhs, as per the terms and conditions of the group Covid compensation insurance policy taken by the Company.
7. **Medical Insurance:** Medical Insurance of up to Rs. 3 lakhs or such other sum, as per the terms and conditions of the group medical insurance policy taken by the Company.
8. The amounts mentioned for Term Insurance, GPA Insurance, Covid Compensation Insurance and Medical Insurance under Other Benefits (F) are based on estimated cost to Company and subject to variation.

B. Eligibility and Terms of Payment

1. **Eligibility:** I will become eligible for all Annual Components only on completion of the appraisal year applicable to me. If I leave the employment in the middle of my current appraisal year, then I agree that I will not be eligible for these Annual Components for that appraisal year.
2. **Compulsory Service Period Bonus :** This amount will be paid immediately upon completion of your appraisal year.
3. In case any Annual Component is paid to me in advance before completing my appraisal year, and I leave the employment before completion of that appraisal year, then I agree that such Annual Component paid to me in advance will get adjusted from my final payment.
4. **Income Tax:** I will bear Income Tax in respect of the above mentioned compensation package. Any payments made by the Company to me shall be subject to withholding tax, if any.

ANNEXURE 2

COMPENSATION BREAKUP - II

	Monthly	Annually
(A) Monthly Base Salary		
Basic Pay	15000	180000
House Rent Allowance	6000	72000
Transportation Allowance	3000	36000
Executive Allowance	7350	88200
Medical Allowance	1250	15000
Employer's contribution to PF	0	0
Total (A)	32600	391200
(B) Additional Monthly Allowances		
Project Hot Skill Allowance (PHSA)	4250	51000
Fast Track Allowance	1500	18000
Total (B)	5750	69000
(C) Total Monthly Salary (A+B)	38350	460200
(D) Fixed Annual Components		
Compulsory Service Period Bonus		100000
Total (D)		100000
(E) Fixed Annual Compensation (C+D)		560200
(F) Other Benefits		
Gratuity		8654
Term Insurance		1000
Group Personal Accident Insurance		300
Covid Compensation Insurance		700
Medical Insurance		5000
Total (F)		15654
Gross Annual Compensation (E+ F)		575854

Leave Encashment - In addition to the above Gross Annual Compensation, you are entitled to a leave encashment of upto Rs. 19560/- for the unavailed leaves in a calendar year as per leave encashment policy of the Company. Your Revised Gross Annual Compensation including potential leave encashment will be Rs. 595414/-.

A. Calculation of Components

1. **Provident Fund :** Employer and employee provident fund contribution shall be as per applicable law for the employees that are mandatorily covered by such law. For the employees that are not mandatorily covered by such law the employer and employee provident fund contribution is decided through mutual consent
2. **Gratuity:** As per statutory provisions stated under “The Payment of Gratuity Act, 1972”.
3. **Leave Encashment:** As per leave encashment policy of the Company. The maximum leave encashment amount has been calculated based on 18 days of unavailed leaves.
4. **Term Insurance:** Sum insured of Rs. 10 lakhs or such other sum, as per the terms and conditions of the group term insurance policy taken by the Company.
5. **Group Personal Accident Insurance (GPAD):** Sum insured of Rs 10 lakhs, as per the terms and conditions of the group personal accident insurance policy taken by the Company.
6. **Covid Compensation Insurance:** Sum insured of Rs. 10 lakhs, as per the terms and conditions of the group Covid compensation insurance policy taken by the Company.
7. **Medical Insurance:** Medical Insurance of up to Rs. 3 lakhs or such other sum, as per the terms and conditions of the group medical insurance policy taken by the Company.
8. The amounts mentioned for Term Insurance, GPA Insurance, Covid Compensation Insurance and Medical Insurance under Other Benefits (F) are based on estimated cost to Company and subject to variation.

B. Eligibility and Terms of Payment

1. **Eligibility:** I will become eligible for all Annual Components only on completion of the appraisal year applicable to me. If I leave the employment in the middle of my current appraisal year, then I agree that I will not be eligible for these Annual Components for that appraisal year.
2. **Compulsory Service Period Bonus :** This amount will be paid immediately upon completion of your appraisal year.
3. In case any Annual Component is paid to me in advance before completing my appraisal year, and I leave the employment before completion of that appraisal year, then I agree that such Annual Component paid to me in advance will get adjusted from my final payment.
4. **Income Tax:** I will bear Income Tax in respect of the above mentioned compensation package. Any payments made by the Company to me shall be subject to withholding tax, if any.

EMPLOYEE CONFIDENTIALITY AND INTELLECTUAL PROPERTY ASSIGNMENT AGREEMENT

THIS CONFIDENTIALITY AND INTELLECTUAL PROPERTY ASSIGNMENT AGREEMENT (hereinafter referred to as the ("**Agreement**") is made as of the **February 1, 2022** ("**Effective Date**"), by and between Metacube Software Pvt. Ltd. ("**Metacube**") SP-6, Phase IV, EPIP, Sitapura, Jaipur - 302022, India and **Yash Gupta, Son of Subhash Chandra Gupta** resident of **Vill & Post Gahrauli, Distt. Hamirpur Pincode: 210506, Distt Hamirpur, Uttar Pradesh** ("**Employee**"), where in the parties agree as follows:

1. Definitions and Interpretation

1.1 "Confidential Information" shall mean information concerning products or services, know-how, research and development, customers, trade secrets and other proprietary information of a) Metacube Group Companies and b) any of Metacube's customers ("**Customers**"), which is disclosed in oral, graphic, written, electronic or machine readable form, sample or any other form by Metacube Group Companies or by any Customer to Employee, whether or not the information is expressly stated to be confidential or marked as such.

Confidential Information of Metacube Group Companies and/or Customers shall include but is not limited to:

- Business strategy, plans and policies of Metacube Group Companies and/or Customers; including but not limited to those related to human resources, marketing, sales and finance.
- Internal information or data regarding the employees, customers, vendors, suppliers and other contractors of Metacube Group Companies and/or Customers;
- Research and development plans, particularly information relating to the development of software, hardware and processes by Metacube Group Companies and/or Customers;
- Financial data, in particular, concerning budgets, accounts, the fees and revenue calculations, sales figures, financial statements, and profit expectations of Metacube Group Companies and/or Customers;
- "Intellectual Property" as defined in 1.2 of Metacube Group Companies and/or Customers;
- Confidential and proprietary information given to Metacube Group Companies and/or Customers by a third party such as, but not limited to, software programs provided under a license, subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes;
- Any original information supplied by Metacube Group Companies and/or Customers which is not publicly available whether or not specifically designated as confidential.

Confidential Information does not include information that was

- Published or is otherwise readily available to the public other than by a breach of this Agreement;
- Rightfully received by Employee from a third party without restriction; or
- Known to Employee prior to its first receipt from Metacube Group Companies, as evidenced by written records provided by the Employee to the Metacube Group Companies; or
- Required to be disclosed by Employee or Metacube Group Company under law or order of any government authority or a court.

Provided the Employee provides prior written notice to the concerned Metacube Group Company before making such disclosure and request for confidential treatment of any information so disclosed.

1.2 "Intellectual Property" shall mean to include all patents, trademarks, logos, processes, business processes, domain names, works of authorship, mask works, designs, developments, utility models, copyrights whether registered or unregistered, including, but not limited to moral rights and any

similar rights in any country, whether negotiable or not and also includes any applications for any of the foregoing and the right to apply for them in any part of the world; and all ideas, concepts, inventions, creations, discoveries, programs, codes, software, algorithms, formulae, databases, trade secrets, research reports, technical reports, training content, training methodologies, service marks, trade dress, topography rights, rights subsisting now or in the future in any part of the world, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, and rights to claim priority from, such rights for their full term, know-how related to the Metacube Group Company's and/ or Customer's activities, improvements thereupon, additions to or any research efforts relating to any of the above, whether registrable or not and any correspondence or documents relating to any of the above.

1.3 "**Metacube Group Companies**" shall have the same meaning as ascribed to it in Terms of Employment.

2. Obligations

2.1 During the term of Agreement and thereafter, Employee shall ensure that Employee will not infringe or misappropriate any Intellectual Property of Metacube Group Companies, or any Customer, or any third party.

2.2 During the term of Agreement and thereafter, Employee agrees that Employee will not improperly use or disclose any confidential information or trade secrets of any former employer or other person or entity and that Employee will not bring onto the premises of the Metacube Group Companies any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.

2.3 Employee agrees during the term of this Agreement and thereafter that it will take all steps reasonably necessary to hold Confidential Information in trust and confidence, and will not use Confidential Information in any manner or for any purpose not expressly set forth in this Agreement, and will not disclose any such Confidential Information to any third party without first obtaining Metacube's express written consent on a case-by-case basis. Employee shall protect the Confidential Information from disclosure to a third-party using the same level of care it uses to protect its own confidential information, but in no event less than reasonable care.

2.4 Assignment of Intellectual Property. Employee agrees that Employee will promptly make full written disclosure to Metacube, and will hold in trust for the sole right and benefit of Metacube, and hereby assign to Metacube, or its designee, all his rights, titles and interests in and to any and all Intellectual Property, whether or not patentable or registrable under applicable laws, which Employee may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, within the scope of or during the term of Terms of Employment and this Agreement. Employee further acknowledges that all Intellectual Property made by Employee (solely or jointly with others) within the scope of or during the term of this Terms of Employment and this Agreement are "works made for hire".

Employee assigns all his rights, titles and interests in Intellectual Property in favour of Metacube throughout the world and in perpetuity. The Employee further agrees that Sections 19(4), 19(5) and 19(6) of the (Indian) Copyright Act, 1957 or any amendments thereto will not apply to this Agreement.

Employee shall not claim any rights (including Intellectual Property rights, royalty etc.) over the work done by Employee for Metacube Group Companies and/or any of the Customers of Metacube Group Companies and shall not make any claim in this regard and which shall always remain the property of Metacube throughout the world and in perpetuity.

Employee shall not without the Metacube's prior written consent, enter into any arrangement where any third party is commissioned or appointed (in his own capacity or as his agent) to assist Employee in any manner that may confer any rights, interest or title with respect to such Intellectual Property upon such third party. Notwithstanding the foregoing, Employee shall forthwith upon demand, secure the valid assignment or licenses from such third party upon terms acceptable to Metacube so that the said rights may vest legally and exclusively in Metacube or to any nominee or assignee of Metacube as

may be directed.

Employee agrees to assist Metacube, or its designee, at Metacube's expense, in every proper way to secure Metacube's rights in the Intellectual Property in any and all countries, including the disclosure to Metacube of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which Metacube shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to Metacube, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Intellectual Property.

If Metacube is unable because of Employee's mental or physical incapacity or for any other reason to secure his signature to apply for or to pursue any application for any Indian or foreign patents or copyright registrations covering Intellectual Property or original works of authorship assigned to Metacube as above, then Employee hereby irrevocably designates and appoints Metacube and its duly authorized officers and agents as his agent and attorney in fact, to act for and in his behalf and stead to execute and file any such applications and to do all other lawfully permitted acts with the same legal force and effect as if executed by Employee. Employee acknowledges that his remuneration includes compensation for the confirmation and the assignment to Metacube of all intellectual property rights with respect to such Intellectual Property.

Employee covenants and agrees that authorized signatories of Metacube Group Companies shall, as necessary, be Employee's legal representative to make any applications for design, copyright, patents or any other Intellectual Property for which Employee is the inventor or author, and shall be authorized to execute and submit any necessary oaths or statements on Employee's behalf for this purpose.

2.5 Maintenance of Records. Employee agrees to keep and maintain adequate and current written records of all Intellectual Property made by Employee (solely or jointly with others) during the term of Terms of Employment and this Agreement. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by Metacube. The records will be available to and remain the sole property of Metacube at all times and throughout the world.

3. Term

3.1 This Agreement shall continue to remain in force for the term of employment of the Employee with Metacube.

3.2 Notwithstanding the termination of this Agreement, the provisions of this Agreement, the nature of which should reasonably require the survival thereof, shall survive the termination of this Agreement.

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

Metacube Software Pvt. Ltd.:

Employee:

Esha Chowdhary
Head Human Resources

Yash Gupta



WELCOME NOTE

2 messages

CM LEARNING AND DEVELOPMENT LHO LUCKNOW <cmld...>
To: trishlajain893@gmail.com <trishlajain893@gmail.com>

Wed, Apr 13, 2022 at 12:36 PM

Dear TRISHLA JAIN

Roll N [REDACTED]

Congratulations! Welcome to the State Bank of India (SBI). We are delighted to have you as a member of SBI, a family of over 2,00,000 employees.

SBI is an organisation which figures in the Fortune Global 500 list with a glorious history that goes back over 200 years. Largest bank in India with an asset base of approx. 20% of Banking industry in India. Our Bank is known worldwide for its long track record of constant evolution to keep pace with the needs of the changing times and the credit for this undoubtedly goes to our employees. Staying current and delivering the best is what we believe in. I am sure you will prove to be an asset in ensuring that SBI continues to perform such a role.

Joining as a Probationary Officer, you can surely aspire to grow as you will receive ample opportunities to excel in various fields and develop both personally and professionally. Professionally, you will be growing every day by learning various aspects of Banking right from transactional banking, to credit, to treasury operations, to international banking operations and other banking related activities. The exposure and expertise that you are sure to gain in varied areas of the financial sector are sure to stand you in good stead.

MCN SOLUTIONS PVT. LTD.

Custom Software Solutions Provider

Dated: February 17, 2022

Mr. Pushendra Kumar Shukla S/o. Sh. Sunil Shukla
Mohan Sansar Pres, IIT Gate, Kanpur, UP- 208016**OFFER LETTER**Dear **Mr. Pushendra Kumar Shukla**,

On behalf of **MCN Solutions**, we are pleased to offer you the position of "**Software Trainee**". The salary for this position would be as **Rs. 10,000/- per month** as stipend. Your starting date of training would "**March 01, 2022**" and expected employment would start after successful completion of training of minimum "**3 Months**".

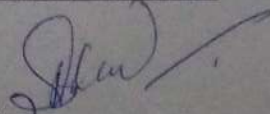
The minimum salary after permanent employment would be as **Rs. 25,000/- per month** in 1st Year, **Rs. 40,000/- per month** in 2nd Year and **Rs. 60,000/- per month** in 3rd Year. Plus the bonuses will be paid time to time as per the performance.

During the **MCN Solutions** orientation, you are required to maintain the privacy of confidential information obtained from the company (unless such disclosure is a normal requirement of your position and has been authorized). As an employee, you will be expected to prevent and not participate in the unauthorized access, use, review, disclosure, dissemination, alteration, or destruction of confidential information.

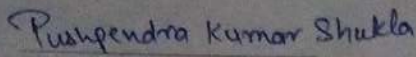
We are pleased to offer this post at **MCN Solutions** and hope you will find your employment with us to be a rewarding experience.

This letter represents an initial offer of employment however; it does not constitute an employment contract for any specified period of time. Please signify your acceptance of this offer of employment by sending either a letter of acceptance or by signing and returning the enclosed copy of this letter.

Sincerely,

For **MCN Solutions Pvt. Ltd.**
Sundar Lal
(Manager HR & Administration)

I hereby accept the **MCN Solutions** employment offer as described in this letter. I understand that my acceptance of this offer does not constitute an employment contract and that my employment with **MCN Solutions** may be terminated, either by my employer or myself at anytime, for any reason, with or without notice.


Signature of Candidate17/02/2022
Date

NDLS/HR/730/22

23 May 2022

Mr. AMBER SHARMA,

907, B BLOCK, AWAS VIKAS COLONY,
UNNAO, UTTAR PRADESH-209801.

Dear AMBER,

This is with reference to discussion you had with us recently. We are pleased to offer you an appointment with NS Matrix Services Pvt. Ltd. (here in after referred to as the "Company" or "NSMX") on the terms and conditions given here in below:

- 1) **Position Title:** Your designation shall be "Associate, Project Manager".
- 2) **Place of posting:** Your initial place of posting would be at our facility in Delhi, but the Company reserves the right to move/relocate you to any new or an associate/partner's office in India or a Client site based on the Company requirements from time to time.
- 3) **Joining Date:** Your effective date of appointment will be **23 May 2022**.
- 4) **Reporting to:** Your reporting officer shall be as directed or planned by management of the Company or as per the Company's requirement from time to time.
- 5) **Remuneration Package:** As compensation for your services (the "Services") you will be entitled to Rs. **1,00,000/-** per annum including benefits, allowances and perquisites, as summarized in Schedule A herein. Your compensation will be subject to income tax as per the provisions of the Income Tax Act, 1961.
- 6) **Job Responsibilities:** You will be performing the Services as directed by and planned by the management of the Company.
- 7) **Working Hours:** You are expected to attend the office during the working hours as may be decided by the Company. Your working hours may be changed as per the Company's decision/requirement on a shift basis (round the clock) over 24 hours of the day and 7 days of the week.
- 8) **Probation:** There will be no probation period for you.

Amber Sharma

dataman

DATAMAN COMPUTER SYSTEMS (P) LTD.

Head Office
25/16, Karachi Khana
Kanpur - 208001
Ph: 0512-2334400, 2376505, 2317191
CIN No: U72300UP1990PTCO11805
GSTIN No: 09AAACD5213H1ZY

Delhi Office:
316, Competent House
F Block, Connaught Place
New Delhi - 110008, India
Mobile: + 91 9313818390
e-mail: sales@datamannet.com
website: www.dataman.in

Mumbai Office:
201, Ghanshyam Enclave
New Link Road, Mahatma Gandhi Nagar
Kandiwali West
Mumbai - 400067
Ph: 022-62362960



Dataman Computer Systems Pvt. Ltd.

25/16 Karachi Khana, Kanpur - 208001 (U.P.)
Tel: +91-512-2376505, 2317191, 2334400 Email: hr@dataman.in

APPOINTMENT OFFER

Private & Confidential

Dear Vaishali Mishra,

Date: 01/July/2022

This is with reference to discussion you had with us recently. We are pleased to make an offer of employment on the following terms and conditions:

1. APPOINTMENT

1.1 You shall be appointed to work as **Associate Software Developer**. You are expected to join duty on **01/July/2022** and your CTC will be Rs. 240545.00/- as annexed in annexure A. You are requested to mail the documents as annexed in annexure B and bring them in original on the date of joining for verification.

1.2 Your appointment will be effective after successful completion of training programme conducted by the organisation.

2. TERMS AND CONDITIONS

2.1 You will be provided training covering theoretical and practical aspects of Work for minimum 6 days and maximum 6 weeks.

2.2 The appointment and its continuance are subject to you remaining medically (physically and mentally) fit. The organisation reserves the right to ask you to undergo medical examination if and when considered necessary.

2.3 Your appointment shall be subject to you clearing extensive background checks which may include criminal and financial verifications.

Vaishali
01/July/2022

dataman

DATAMAN COMPUTER SYSTEMS (P) LTD.

Head Office
25/16, Karachi Khana
Kanpur - 208001
Ph: 0512-2334400, 2376505, 2317191
CIN No: U72300UP1990PTCO11805
GSTIN No: 09AAACD5213H1ZY

Delhi Office:
316, Competent House
F Block, Connaught Place
New Delhi - 110008, India
Mobile: + 91 9313818390
e-mail: sales@datamannet.com
website: www.dataman.in

Mumbai Office:
201, Ghanshyam Enclave
New Link Road, Mahatma Gandhi Nagar
Kandiwali West
Mumbai - 400067
Ph: 022-62362960



Dataman Computer Systems Pvt. Ltd.

25/16 Karachi Khana, Kanpur - 208001 (U.P.)
Tel: +91-512-2376505, 2317191, 2334400 Email: hr@dataman.in

APPOINTMENT OFFER

Private & Confidential

Dear Vaishali Mishra,

Date: 01/July/2022

This is with reference to discussion you had with us recently. We are pleased to make an offer of employment on the following terms and conditions:

1. APPOINTMENT

1.1 You shall be appointed to work as **Associate Software Developer**. You are expected to join duty on **01/July/2022** and your CTC will be Rs. 240545.00/- as annexed in annexure A. You are requested to mail the documents as annexed in annexure B and bring them in original on the date of joining for verification.

1.2 Your appointment will be effective after successful completion of training programme conducted by the organisation.

2. TERMS AND CONDITIONS

2.1 You will be provided training covering theoretical and practical aspects of Work for minimum 6 days and maximum 6 weeks.

2.2 The appointment and its continuance are subject to you remaining medically (physically and mentally) fit. The organisation reserves the right to ask you to undergo medical examination if and when considered necessary.

2.3 Your appointment shall be subject to you clearing extensive background checks which may include criminal and financial verifications.

Vaishali
01/July/2022

dataman



ANUJ GUPTA

Associated Software Developer

Emp. Code : EC-1915

DATAMAN COMPUTER SYSTEMS (P) LTD.

Off.: 25/16, Karachi Khana, Kanpur-01

For confirmation of the holder's identity Call: 09415128072

website: www.dataman.in

ConsultIT

Technology Partners For Your Enterprise



Poonam

Designation : Oracle Apex Developer

Phone : +91 9548835441

Emp. Code : CIT#115

Email: poonam.verma@consultit.co.in

ConsultIT

Technology Partners For Your Enterprise



Arya Katiyar

Designation : Oracle Apex Developer

Phone : +91 9628340220

Emp. Code : CIT#114

Email: arya.katiyar@consultit.co.in



cachy

Tout and Own Private Limited

Level 1, Tower A, Building No. 10, Cyber City,
Phase II, Gurgaon 122002, Haryana, India
www.cachy.com



Name : Manohar Singh

Employee ID : 1429

Blood Group : O+

Designation : Java Developer



Certificate of Selection

Aayushi CHAUDHARI

from **University Institute Of Engineering And Technology, c.s.j.m University, Kanpur** has successfully secured **Fundraising** internship at **InAmigos Foundation** through Internshala.

A handwritten signature in blue ink, appearing to read "Sarvesh".

Sarvesh Agrawal
Founder & CEO, Internshala

Date of certification: April 05, 2022

Certificate Number: 7FD7CE3F-7BD6-5E20-A839-9F822080C3A3
For certificate authenticator please visit https://internshala.com/verify_certificate

07th February 2022,

Dear SWAYAM PRABHA SINGH,

Congratulations! We are pleased to confirm, you have been selected to work for NSMX "NS Matrix Services Pvt. Ltd".

We are delighted to make you the following job offer.

The position we are offering is that of "Associate Project Manager" at a package of Rs. 2,02,000 per annum.

We would like to confirm your joining date as 09th May 2022 which is subject to completion of your 3 months training. The period of training may be extended equal to the number of leaves taken during the period. The period of training will be from 07/02/2022 till 06/05/2022.

Notice Period & Termination: Either party may terminate the internship at its convenience and without regard to any breach upon fifteen (15) days written notice.

This offer letter is valid against:
Your Confirmation of joining by Monday, 7th February 2022.

If this date is not acceptable, please contact us immediately.

Please sign this letter and return it to us to indicate your acceptance of this letter.

We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

Sincerely,

Jachin Kumbhar
Authorized Signatory

I accept the offer as outlined above.

Name: SWAYAM PRABHA SINGH Date: 10/02/2022

Permanent Address:

VILL - BABHINIYAWAN, POST - KUNDURWA KUND,
DIST - AYODHYA, 224189

Temporary Address:

2/554, VIRAJKHAND, DOMTINAGAR,
LUCKNOW, 226010

Swayam Prabha

Dated: February 17, 2022

Mr. Abhishek Tiwari S/o. Sh. Sunil Kumar Tiwari
Near Khunai Thakur Dwara, Mohalla Khalwa, Balrampur, UP- 271201

OFFER LETTER

Dear Mr. Abhishek Tiwari,

On behalf of **MCN Solutions**, we are pleased to offer you the position of "Software Trainee". The salary for this position would be as **Rs. 10,000/- per month** as stipend. Your starting date of training would "March 01, 2022" and expected employment would start after successful completion of training of minimum "3 Months".

The minimum salary after permanent employment would be as **Rs. 25,000/- per month** in 1st Year, **Rs. 40,000/- per month** in 2nd Year and **Rs. 60,000/- per month** in 3rd Year. Plus the bonuses will be paid time to time as per the performance.

During the **MCN Solutions** orientation, you are required to maintain the privacy of confidential information obtained from the company (unless such disclosure is a normal requirement of your position and has been authorized). As an employee, you will be expected to prevent and not participate in the unauthorized access, use, review, disclosure, dissemination, alteration, or destruction of confidential information.

We are pleased to offer this post at **MCN Solutions** and hope you will find your employment with us to be a rewarding experience.

This letter represents an initial offer of employment however; it does not constitute an employment contract for any specified period of time. Please signify your acceptance of this offer of employment by sending either a letter of acceptance or by signing and returning the enclosed copy of this letter.

Sincerely,

For **MCN Solutions Pvt.Ltd.**

Sundar Lal 
(Manager HR & Administration)

I hereby accept the **MCN Solutions** employment offer as described in this letter. I understand that my acceptance of this offer does not constitute an employment contract and that my employment with **MCN Solutions** may be terminated, either by my employer or myself at anytime, for any reason, with or without notice.

Abhishek

Signature of Candidate

17/02/22

Date



Harshit Chaturvedi
| Emp ID: AI1583



Appinventiv Technologies Pvt. Ltd
B- 25, Sector- 58, Noida-201301
UP, India | **Tel:** 0120 - 4174793

ConsultIT

Technology Partners For Your Enterprise



Smita Verma

Designation : Oracle Apex Developer

Phone : +91 7317052239

Emp. Code : CIT#116

Email: smita.verma@consultit.co.in

Dated: February 17, 2022

Mr. Vijay Pratap Singh S/o. Sh. Raghunandan Singh
255, Pipahera, Muzaffarnagar, UP- 251305

OFFER LETTER

Dear Mr. Vijay Pratap Singh,

On behalf of **MCN Solutions**, we are pleased to offer you the position of "Software Trainee". The salary for this position would be as **Rs. 10,000/- per month** as stipend. Your starting date of training would "**March 01, 2022**" and expected employment would start after successful completion of training of minimum "**3 Months**".

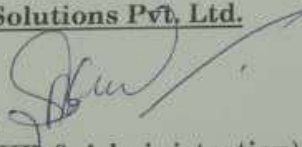
The minimum salary after permanent employment would be as **Rs. 25,000/- per month** in 1st Year, **Rs. 40,000/- per month** in 2nd Year and **Rs. 60,000/- per month** in 3rd Year. Plus the bonuses will be paid time to time as per the performance.

During the **MCN Solutions** orientation, you are required to maintain the privacy of confidential information obtained from the company (unless such disclosure is a normal requirement of your position and has been authorized). As an employee, you will be expected to prevent and not participate in the unauthorized access, use, review, disclosure, dissemination, alteration, or destruction of confidential information.

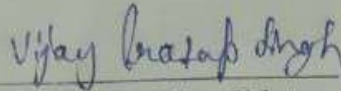
We are pleased to offer this post at **MCN Solutions** and hope you will find your employment with us to be a rewarding experience.

This letter represents an initial offer of employment however; it does not constitute an employment contract for any specified period of time. Please signify your acceptance of this offer of employment by sending either a letter of acceptance or by signing and returning the enclosed copy of this letter.

Sincerely,
For **MCN Solutions Pvt. Ltd.**

Sundar Lal 
(Manager HR & Administration)

I hereby accept the **MCN Solutions** employment offer as described in this letter. I understand that my acceptance of this offer does not constitute an employment contract and that my employment with **MCN Solutions** may be terminated, either by my employer or myself at anytime, for any reason, with or without notice.


Signature of Candidate

17/02/2022
Date

Dear Amit,

As per our discussion, we are pleased to inform you that you have been selected. We would like to formally offer you the position of Software Developer Trainee.

You are requested to join on 1st April 2022, Friday. We would request you to report to the office and contact Stuti at 10:00 AM.

As per company policy, you will be on probation for a period of six months, after successful completion of which, a confirmation letter will be issued.

If you are agreeable to the terms & conditions as set out hereinabove, you are requested to send us an acknowledgment email within 4 hrs failing which the offer letter will be stand withdrawn.

We hope that your professional association with us will be a rewarding & fulfilling experience. Kindly bring your original documents for verification and one photo copy of each document for submission. Please bring your own laptop

Kindly confirm your date of joining us.

In case you fail to join on the above date this offer stands to be withdrawn

Regards,
Ambika Tyagi
HR Manager

Agicent Technologies Pvt Ltd



Dear Ram,

Congratulations!!!

We are pleased to inform you that you have been selected for the **Trainee - Software Developer** position.

Joining Date – 21st March, 2022

Location - Mohan Co-Operative, South Delhi, New Delhi

Stipend – 12,000 PM

Also due to the current situation, Work from Home infrastructure (Laptop/Desktop and Internet Connection) is mandatory.

We look forward to welcoming you to our team. Kindly revert with the acceptance and acknowledgment.

If you have any questions or need any additional information, please don't hesitate to contact me via email.

Also attached is the joining annexure, kindly bring the documents in Xerox(Submission) and Original(Verification).

This offer of employment is subject to your fulfilling the following conditions:



Pillai, Rishi EX1 18 Feb

to me, Kulappura, Set... ▾



Hi Waquar Danish,

Hope you are doing well.

Firstly, hearty congratulation on making it to **IQVIA**'s internship program.

We welcome you aboard 😊 !!

In order to move ahead with the offer formalities, please have the details filled in the attached format and also share with us the below documents in a zip folder.

Please have the details shared at the earliest.

Documentation Required:



MCN SOLUTIONS PVT. LTD.
Custom Software Solutions Provider

Ref. No.: MCN/RES/04

Dated: July 01, 2022

Ms. Ishika Tiwari D/o. Sh. Ashok Kumar Tiwari
Gomti Nagar, Wallipur
Sultanpur- UP- 228118

SELECTION AS SOFTWARE ENGINEER

Dear Ishika Tiwari,

With reference to your application, subsequent interview, we are pleased to inform you that you have been selected as "Software Engineer" at "MCN Solutions Pvt. Ltd". You are requested to join the organization on or before "July 01, 2022".

1. **Salary:** You shall be paid a commencing basic pay of **Rs. 25,000/-** per month including allowance as admissible under the company rules.
2. **Probation:** You shall be on probation for a period of twelve months. The period of probation may be curtailed or extended at the discretion of the Company.
3. **Termination of Services:**
 - a. The Company reserves the right to terminate your service forthwith without assigning any reason during probation period. However, on Confirmation of your service in the company, 30 days' notice for termination of service on either way in writing or salary in lieu thereof shall be mandatory.
 - b. The Company shall also have the right to terminate your services at any time, without notice, if you are found guilty of insubordination, intemperance, corrupt practices or any other in conduct as detailed in the Rules of the company.

H-217, First Floor, Sector-63, Noida, U.P. 201301 INDIA Ph:+91-120-4274121 FAX: +91-120-4256016

www.mcnsolutions.net

- c. On Completion of the probation period your services shall automatically stand terminated when you have completed 58 years of age, unless the company has in the meantime agreed to retain you beyond that age and you have agreed to serve.
4. You shall be eligible for leave & other benefits as per rules of the company applicable to you.
5. You will be entitled to Earned leaves after regularization. Earned leaves will accrue at the rate of 1 leave per completed calendar month after regularization. The Earned leave could however, be accumulated up to an entitlement of 90 days and shall stand forfeited if not availed. The Earned leave at the credit can be encashed on two occasions in a calendar year subject to a minimum of 12 (Twelve) days at a stretch.



Update: Classroom to Corporate Program

Innovacx Tech Labs Pvt. Ltd

Inbox



recruit Innovacx 26 Jul
to recruit, Harshitha ▾



Dear Candidate,

Greetings!

We are pleased to have you join our Classroom to Corporate Program (Training cum Internship program) beginning on **1st August 2022**.

We look forward to training and mentoring you ,watching your progress and see you becoming a Fulltime employee. We hope that you will find this training fulfilling and challenging.

Hope you all have geared up for the Learning Sessions from 1st August 2022. Those who are relocating to Hyderabad, hope the relocation arrangements are already made .

Here is the schedule for your reference:

Training cum Internship program beginning on : 1st August 2022

Duration : 45 days

Reporting Time: 10:00 AM

Venue :

Innovacx Tech Labs Pvt Ltd.

Level 9, SLN Terminus

Jayabheri Enclave, Gachibowli,

Hyderabad, Telangana 500032

Contact: +91 9182976494

Location : <https://goo.gl/maps/mT9Tf5Vn82FTg4FS7>

Documents to carry:-

1. Copy of your Aadhar Card
2. Copy of Graduation Certificate / marks memo . *Marks memo until last semester, incase results/certificate is awaited*
3. Hard copy of your CV

Things to carry:-

1. Your Own Laptop
2. Lunch Box
3. A big smile 😊

February 22nd, 2022

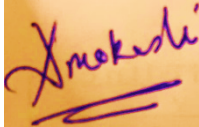
Vivek kumar
CSJMU University
Kanpur
Uttar Pradesh - 208012
Mobile No - 93690 69309
Email- vivek06sept@gmail.com

Dear Vivek ,

With reference to your application and interviews, we are very pleased to offer you employment at RightWave InfoSolutions Private Limited on the following terms:

1. **POSITION:** You will serve in a full-time capacity as an **Associate Martech (Trainee)**.
2. **DATE OF JOINING:** You will be joining the company on **March 14th 2022**.
3. **LOCATION:** You will presently be deputed to work in **Noida**, however, based on the organizational needs, your location may be changed to any other domestic or international city.
4. **SALARY:** Remuneration paid to you will have approx. **INR 2,67,000.00** per annum Total Cost to the Company (CTC), details of which are enclosed in Annexure-A.
5. **COMPANY AGREEMENTS:** As a condition of your employment with the Company, you will be required to sign the Company's standard agreements that include Non-disclosure agreement and services and retention agreement.
6. **PROBATION:** You will be on probation for the first six months from the date of your joining, a detailed appointment letter consisting of the terms of employment will be issued after you join the company.

Sincerely,



Aditya Mokashi
HR Manager
RightWave InfoSolutions Pvt. Ltd.
C - 96, Sector 65
Noida.

I have read all the terms and conditions of this offer letter and ACCEPT them.

vivek kumar

02 / 23 / 2022

(Signature)

Date

ANNEXURE-A

Designation	Associate Martech (Trainee)		
TOTAL REMUNERATION WORKSHEET			
SALARY COMPONENTS	ANNUAL	MONTHLY (1st 6 months)	MONTHLY (2nd 6 months)
	(In Rs.)	(In Rs.)	(In Rs.)
Basic	129444	10787	10787
House Rent Allowance	32736	2728	2728
Sub Total (1)	162180	13515	13515
Company's Contribution to EPF	15540	1295	1295
Company's Contribution to ESIC	5280	440	440
COST-TO-COMPANY (CTC)	183000	15250	15250
Monthly Performance Bonus (Max)	30000	2500	2500
Sub Total (2)	213000	17750	17750
Gratuity	6000	500	500
Shift Allowance Max (After 6 months)	48000	0	8000
Any other benefit	-	-	-
Sub Total (3)	54000	500	8500
TOTAL COST-TO-COMPANY (TCTC)	2,67,000	18,250	26,250

Notes:-


1. The company offers a part of your compensation as Tax-sheltered Internet Reimbursement. Every Employee is expected to have a reliable Internet connection at home, so they can access company web-based resources to help in off hours as may be needed.
2. The company also offers Health Insurance benefits that have to be paid for by the Employee. Employers pay the premiums on an annual basis, but the employee has to pay the premium in monthly installments from their Net Salary. The Health Insurance premiums paid by the employee are tax-sheltered.
3. Annual Bonus is part of CTC and paid annually after the Appraisal. If Applicable
4. Evening/Night shift allowance is based on actual shifts attended and paid monthly.
5. Other Employment-related benefits like leaves etc will start once probation gets completed and calculated as per company policy.
6. Annual Appraisal Date will be the last day of quarter post completion of 12 months of employment.

vivek kumar

02 / 23 / 2022

Signature Certificate

Reference number: X2VTK-V4OYV-UXGJ6-NXBZK

Signer	Timestamp	Signature
vivek kumar Email: vivek06sept@gmail.com Shared via link Sent: 23 Feb 2022 05:17:00 UTC Viewed: 23 Feb 2022 05:21:04 UTC Signed: 23 Feb 2022 05:53:03 UTC		 IP address: 47.15.226.85 Location: Lucknow, India

Document completed by all parties on:
23 Feb 2022 05:53:03 UTC

Page 1 of 1



Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 30,000+ companies worldwide.





**Emerson Information
Technology Solutions, Mohali**

(A Division of Emerson Electric Co. India Pvt. Ltd.)

3rd Floor, F-3 Tower, Landmark Plaza
Plot No. A-40A, Phase VIII-B, Industrial Area
Quark City India Pvt. Ltd. (SEZ)
Mohali 160 059, Punjab

Tel: +91 172 4267800

Fax: +91 172 4683924

CIN – U29190MH1995PTC087858

30-June-2022

**Saumya Kesarwani
Mohali**

Dear **Saumya**

Offer of Employment with Emerson Information Technology Solutions, Mohali

Heartiest Congratulations on being selected for the below position at Emerson Information Technology Solutions, Mohali, a division of Emerson Electric Co. (India) Private Ltd, India.

Title: Engineer L1, Applications Development And Support, Automation Solutions.

Grade: 04

Role: Oracle Technical Consultant – Finance & Manufacturing.

We are pleased to extend an Offer of Rs. **04,70,000** per annum (Cost to Company) excluding Variable Pay. Your target annual Variable Pay will be Rs. **30,000** based on your performance “meeting expectations”. Also, you will be entitled to benefits mentioned in the Annexure. Your employment will commence on **01-July-2022**. You will be on probation for a period of six months and your confirmation is subject to satisfactory performance standard and no adverse verification reports.

This is subject to your clearance of the Pre-Employment Medical Check-Up, background and reference check. Please submit a copy of your resignation letter duly accepted by your present company within three working days of receipt of this Offer.

Please indicate your acceptance of our employment offer by signing and returning to us a copy of this Offer letter and other joining documents. The timeframe for the same is **7 working days**. On joining the Company, you will be given a detailed letter of appointment.

As a condition to the commencement of your employment, you will be required to complete and sign the following:

- The Conflict of Interest declaration
- The Ethics declaration
- The Employee Intellectual Property and Confidential Information Agreement
- The EITS, Mohali Employee Handbook
- The Information Security and Electronic Media Handbook

We look forward to you being a part of the team at the earliest.

Sincerely,

For Emerson Information Technology Solutions, Mohali

**Pranadharthi Mahadevan
Director- Human Resources**

Dated:

Received & Accepted

Annexure – 1

Role & Responsibilities

You would be part of the “**Automation Solutions**“ Division team in the following role.

Role – Oracle Technical Consultant – Finance & Manufacturing.

Role & Responsibilities:

This position will be responsible for doing Support of Oracle Application customizations and standard technical functionalities, design and development, The position requires interaction with users and the technical teams to do technical analysis and problem solving in Oracle Applications Release 12

Annexure 2
Compensation Details

Name	Saumya Kesarwani	
Title	Engineer L1, Applications Development & Support, Automation Solutions	
Grade Level	04	
Items	Per month	Per annum
Monthly	(INR)	(INR)
Basic	16,667	2,00,000
HRA	6667	80,000
Education Allowance	200	2400
Supplementary Allowance	11,744	1,40,933
Total (A)	35,278	4,23,333
Annualized		
Leave Travel	1389	16,667
Total (B)	1389	16,667
Retirals		
Co's Provident Fund	2000	24,000
Gratuity	500	6000
Total (C)	2500	30,000
TOTAL SALARY (A+B+C)		4,70,000
Variable Pay		30,000
TOTAL SALARY		5,00,000

- *Kindly refer to the Annexure 3 for details on Performance Linked Variable Pay.

Annexure - 3

Benefits & Relocation Policy

1. Insurance Benefits

You and your immediate family (i.e. spouse & 3 children) will be covered under our Hospitalization Medical Scheme, as per currently valid guidelines, for which the premium shall be paid by the Company. This coverage is for the amount upto Rs. **3,00,000**

Apart from the above, Employee is also covered under the following as per the existing company policy:

Personal Accident covers -

Death

Total disablement (permanent or temporary)

Partial disablement (permanent or temporary)

Group Personal Accident Policy for Employee only: (Max) Rs. 2 * CTC (Subject to type of disability)

Group Term Life Policy (Coverage): 2 * CTC

2. Relocation Policy

Employee and his/ her family are paid relocation benefits for the purpose of joining the services of Emerson Information Technology Solutions, Mohali.

- One-time travel claims can be made for 2nd AC train/ economy class air fare for employee and family (Spouse and two children). For employees travelling from Delhi NCR to Chandigarh by Taxi, a maximum of Rs. 4000 shall be paid towards taxi charges from Delhi to Chandigarh upon submission of bills.
- In case employee travels to Mohali by its own vehicle he will be reimbursed as per rates as below:

For use of own Car : Rs. 12.00 per km.
For use of own 2-Wheeler: Rs. 6.00 per km.
- Two Weeks Hotel Accommodation in company arranged hotel & A Fixed Amount of Rs.500 per day to cover up conveyance and food bill would be given to an Employee for the number of days stayed in the hotel.
- Reimbursement of transportation upto one full truckload of household goods shall be as per the following –
 - Maximum Limit: North (Rs. 25,000), West (Rs. 50,000), East (50,000), South (60,000)- inclusive of all taxes
 - North comprises of: Rajasthan, NCR Region, Punjab, Haryana, Uttarakhand, Uttar Pradesh, Himachal Pradesh, Jammu & Kashmir
 - West comprises of Maharashtra, Gujarat, Madhya Pradesh, Goa
 - East comprises of: Bihar, Assam, West Bengal, Jharkhand, Chhattisgarh, Orissa, Tripura, Meghalaya, Nagaland, Manipur, Mizoram, Sikkim, Arunachal Pradesh
 - South comprises of: Karnataka, Andhra Pradesh, Tamil Nadu, Kerala

- Prior to transportation of household goods, employee shall be required to submit 2 Quotations from different vendor's at best negotiated rates to the HR. The employee also needs to claim the relocation amount within the first 3 Months of his/ her joining. The reimbursement will be made based on submission of all mandate documents- **2 quotations (approval email from HR on final quotation), Invoice, Payment receipt, GR/Consignment receipt copy, List of items shipped/delivered and Insurance copy (if taken)**

Note – Relocation expenses reimbursed to the employee will have to be paid back in full in case an employee does not clear background verification check. If an employee with Emerson Information Technology Solutions, Mohali desires to leave the company within two years of taking up this appointment, any amount paid or reimbursed as relocation assistance, must be repaid on a pro-rata basis as follows:

- Less than 6 months 100 %
- 6 months – 12 months 75 %
- 12 months – 15 months 50 %
- 15 months – 24 months 25 %

3. Shift Allowances –

Shift allowance amounting to Rs. 360/- for the 1st and 2nd shift and Rs 600/- for the night shift, shall be paid to all those coming in shifts and the said allowance will be added in the monthly salary.

The Shift work timings will be -

General Shift 0930 Hrs – 1800 Hrs
1st Shift 0630 Hrs – 1530 Hrs
2nd Shift 1330 Hrs – 2230 Hrs
3rd Shift 2100 Hrs – 0700 Hrs

4. Meal card –

ICICI meal card facility would be extended to employees as a tax saving option, this amount is adjusted with the above mentioned supplementary allowance (Taxable). This is an optional facility.

5. Marriage Gift –

For every Emerson Employee getting married, he/ she is entitled to receive a one-time Sodexo Gift Vouchers worth Rs. 5000/-

6. Lunch Subsidy

Company provides canteen Lunch subsidy to all the employees; the amount is subject to change as deemed fit by the management as well as event driven

7. Transport Subsidy

Company provides Cab subsidy to all the employees coming in Shifts (1st, 2nd, 3rd), the amount is subject to change as deemed fit by the management as well as event driven.

8. Provident Fund

All employees provident fund will be paid as per Employee provident fund act 1952. It is employee and employer. The Provident fund contribution of above specified amount by employee would be deducted from the Gross CTC.

9. Leave Travel Allowance (LTA)

For claiming LTA exemption, employees need to avail minimum 3 days of Privilege Leaves and need to submit the bills within the stipulated time after the travel date alongwith LTA declaration form.

10. Variable Pay

Your target performance linked Variable Pay is purely performance based and is subject to you achieving a standard rating of "Meets Expectation". Please note that the Variable Pay has been calculated on the basis of currently valid rules of the company. Whenever these rules are amended, you shall be officially advised about the revised variable pay applicable in your case.

- Figure indicated above is only indicative in nature
- Is directly linked to performance of the employee and the organization
- The employee has to be on board till 30th September to be eligible for the same
- Fixed at 15% of annualized basic pay from 1st Oct to 30th Sept @ "Meets Expectations" rating
- Will be prorata basis based on actual service period

11. Interest Subsidy on Loans

Eligibility:

- All permanent employees who have completed one year of continuous service at Emerson Information Technology Solutions, Mohali is eligible for this benefit.
- Once in 5years for housing and vehicle for interest subsidy only.
- One time for specified house or vehicle for a period of 5 years.

Details:

- Emerson Information Technology Solutions, Mohali Employees can approach any financial institution for obtaining loan for purchase of
 - Housing (New or used house, major renovation of the current house)
 - Vehicles (Cars and Two wheelers)

Limits:

- Interest Rate – 8 % Max (Reducing Balance Monthly Rest)
- The Interest subsidy for various categories of employees is applicable to his/her corresponding grade.

**Emerson Information
Technology Solutions, Mohali**

(A Division of Emerson Electric Co. India Pvt. Ltd.)

CIN – U29190MH1995PTC087858

12. Appraisals -

The Appraisal Cycle at Emerson is from October – September of the Calendar year. The corresponding Salary Hikes takes effect from 1st April of the next year. This is subject to change as per Company Policy.

13. Notice Period –

Your employment may be terminated by the Company for any reason upon 90 days prior written notice to you, and in case you desire to leave the Company at any time, you likewise will have to give 90 days prior written notice to the Company. It will be at the Company's discretion to release an employee prior to completion of the 90 days notice period. In the event the employee is released prior to the 90 days notice, the Company may deduct salary for the period not served from the final settlement.

In case of disciplinary action, the Company will be entitled to terminate your employment forthwith without any advance notice or compensation whatsoever.



PSP Square, 201, Green Glen Layout, Bellandur, Outer Ring Road, Bangalore, India, Pin - 560103

Tel: +91-80-4229 6123 | email: info@firstwireapp.com | web: www.firstwireapp.com

Personal and Confidential

April 11, 2022 /Ref: LOI/0422/058

Subject: Letter of Intent

Ms. Sweety Mishra

S/O Mr. Mahboob Alam Ansari, Correspondence Address: CSJM Girls Hostel, Kalyanpur, Kanpur Uttar Pradesh - 208024.
Permanent Address: Vill – Pachkhora Kalan, Ballia, Uttar Pradesh – 221713.

Mobile No: +91 737 663 5017 / Email: sweetymishra543@gmail.com.

Dear Sweety,

This is with reference to your application and the subsequent discussions you had with us; we are pleased to offer you a position in our Organization as a **Software Engineer Trainee**. At the time of your joining your posting shall be at **Lucknow** (Uttar Pradesh).

As discussed, you are advised to report to the Organization on **April 14, 2022** at **09:30 am** at the office address mentioned below.

You will be appointed on probation with effect from **April 14, 2022**. The probation period will be for **Months (06) months**.

During the probation period, the Company reserves the right to terminate/suspend the services on immediate basis on a ground of:

1. Unsatisfactory Performance
2. Absence from the work without intimation
3. Unsuitable Behaviour towards seniors and fellow colleagues
4. Any false information provided by you

We look forward for a long association together.

Yours sincerely,

For FirstWire Apps, Brand of BICSL (Business Intelligence Consultant & Services LLP)

pranjal
(HR Manager)

Accepted

Date:

Letter of Intent (Private and Confidential)

20-Apr-22

To,

Arti Yadav
Mobile: - 7007497606
Email:- artiyadav5091@gmail.com

Dear Arti,

Subsequent to the interactions between Spawn Ventures Services Pvt. Ltd. (RPATech) and you, we are pleased to issue a Letter of Intent on the terms set here in.

Terms:

1. You shall be appointed as **RPA Consultant** after completion of six month of training.
2. The cost of the training is approximately 6L which will provided free of cost to you.
3. You shall join for the training camp on or before **2nd May 2022**, In the event of you not joining on the said date, this offer shall be deemed revoked.
4. The offer is subject to the accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.
4. You shall be based at **Delhi/NCR** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
5. Your cost to company per annum for next 3 years after joining will be as per below schedule
 - o 1st year 3.25 LPA
 - o 2nd year 6 LPA
 - o 3rd year 12 LPA

Training Program Start Date: 2nd May 2022

Training Program End Date: 31st Oct 2022

Onboarding Date: 1st Nov 2022

6. The offer is subject to a successful background, reference check and drug screening.
7. Company reserves right to revoke this offer in event of misconduct or non-completion of training properly.

Kindly send us your acceptance to the offer.

Yours sincerely,

For **Spawn Ventures Services Pvt. Ltd.**

Letter of Intent (Private and Confidential)

20-Apr-22

To,

Parul Yadav
Mobile: - 7905769148
Email:- parul99jsk@gmail.com

Dear Parul,

Subsequent to the interactions between Spawn Ventures Services Pvt. Ltd. (RPATech) and you, we are pleased to issue a Letter of Intent on the terms set here in.

Terms:

1. You shall be appointed as **RPA Consultant** after completion of six month of training.
2. The cost of the training is approximately 6L which will provided free of cost to you.
3. You shall join for the training camp on or before **2nd May 2022**, In the event of you not joining on the said date, this offer shall be deemed revoked.
4. The offer is subject to the accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.
4. You shall be based at **Delhi/NCR** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
5. Your cost to company per annum for next 3 years after joining will be as per below schedule
 - o 1st year 3.25 LPA
 - o 2nd year 6 LPA
 - o 3rd year 12 LPA

Training Program Start Date: 2nd May 2022

Training Program End Date: 31st Oct 2022

Onboarding Date: 1st Nov 2022

6. The offer is subject to a successful background, reference check and drug screening.
7. Company reserves right to revoke this offer in event of misconduct or non-completion of training properly.

Kindly send us your acceptance to the offer.

Yours sincerely,

For Spawn Ventures Services Pvt. Ltd.



22nd February 2022,

Dear SANDHYA MISHRA,

Congratulations! We are pleased to confirm, you have been selected to work for NSMX "NS Matrix Services Pvt. Ltd".

We are delighted to make you the following job offer.

The position we are offering is that of "Associate Project Manager" at a package of Rs. 2,02,000 per annum.

We would like to confirm your joining date as 23rd May 2022 which is subject to completion of your 3 months training. The period of training may be extended equal to the number of leaves taken during the period. The period of training will be from 22/02/2022 till 20/05/2022.

Notice Period & Termination: Either party may terminate the internship at its convenience and without regard to any breach upon fifteen (15) days written notice.

This offer letter is valid against:
Your Confirmation of joining by Tuesday, 22nd February 2022.

If this date is not acceptable, please contact us immediately.

Please sign this letter and return it to us to indicate your acceptance of this letter.

We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

Sincerely,

Authorized Signatory

I accept the offer as outlined above.

Name: _____ Date: _____

Sign Here

Permanent Address:

Temporary Address:

QITA IT SERVICES PRIVATE LIMITED

CIN: U72900TG2020PTC145767

Friday, 16 July 2022

To,

Divya Nigam

D/O Ved Prakash Nigam

002, Buddhipur, Zamania

Ghazipur, UP- 232329

M: +91 6307892259

Dear Miss. Divya Nigam

Welcome to Qi Tech (QITA IT Services Private Limited),

I am pleased to offer you employment in the position of Associate Software Engineer at QITA IT Services Pvt. Ltd. (QITA). This offer of employment is contingent on you complete training successfully, background check and authenticity of all the information you have provided during selection process. I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients.

The following are the Terms and Conditions you will be abide to:-

Date of Joining: You joining date is 2nd May 2022 (Monday).

Salary - You will be paid a CTC of INR 1.2 lacs for the first year of your employment.

Timings – Our office operates 6 days a week from Monday to Saturday and two Saturday in a month is off. The office timings are from 9:30 AM to 7:30 PM every-day. You are required to work from our office located in Hyderabad.

1. You shall acquaint yourself with applicable QITA policies and procedures, including but not limited to those relating to security, environment, export control, office etiquette, non-discrimination, prevention of sexual harassment, maintenance of a smoke-free environment, workplace safety, internet usage, prohibition of bribery/corruption etc. and shall take all necessary steps to comply with the same. In the event that you experience any violation of the aforesaid policies or procedures by a third party or by a QITA employee, you shall forthwith notify QITA's Human Resources department in that behalf.

2. Probation Period - You will be initially on probation for a period of 6 months from your date of joining. The management in its own discretion however reserves the right to terminate your services by

14-1-90/23/14, ALLAPUR HYDERABAD, TG 500018 IN
Email: Qitech01@gmail.com || Mobile: 7842116080

QITA IT SERVICES PRIVATE LIMITED

CIN: U72900TG2020PTC145767

providing you with one week's termination notice. In case you wish to leave services on your own, you must intimate us in writing and serve a minimum of twelve weeks' notice and / or surrender your salary. You are only entitled to personal or emergency leaves in the probation period. Post probation period, these terms will be revised depending upon your and company's performance. Your notice period must be served after the bond period ends.

3. Work Duties – During your period of employment you will be expected to dutifully, diligently and faithfully undertake and discharge such work as may be assigned to you by the management or other officer in charge. You will be responsible for proper care, use and return of company's property which might be entrusted upon you from time to time. You shall be also required to account for the same and compensate to the extent of financial loss suffered by company.

4. You acknowledge that in the course of your employment, you may be provided access to QITA's / its affiliates / clients internal /external computer network and related software. You agree to follow all of QITA's / its affiliates / clients procedures relative to gaining access to this network, to comply with the terms of any software license governing the use of third- party software licensed to QITA's / its affiliates / clients, and not to disclose to any third-party, without the prior written consent of QITA, any proprietary information and or access information gained by virtue of the use of QITA's / it's affiliates / clients computer network and related software.

5. It is affirmed that all intellectual property created by or otherwise attributable to you, whether wholly or partially (including but not limited to any copyright, patents, software, designs, mask works, processes, methodologies, flowcharts, drawings, illustrations, test observations, presentations, code, techniques, trademarks and logos), while you are employee at QITA shall, in consideration for the benefits accruing to you consequent to your employment with QITA, stand assigned in perpetuity and throughout the world in favor of QITA / its group companies and shall be regarded as "work for hire". You shall, wherever required by QITA / its group companies for statutory or other purposes, execute necessary forms, fillings and documents in that behalf confirming QITA/ its group company's right, title and interest over the above mentioned intellectual property. Nothing herein is intended to limited to patents, software, designs, mask works, copyrights, techniques, processes, trademarks, names or logos. You shall not, in the course of your employment with QITA, violate any applicable laws or infringe any third party intellectual property rights and shall ensure that your conduct is always ethical.

6. You recognize that in the course of your employment with QITA, you may be privy to certain Confidential Information relating or belonging to QITA / its affiliates / clients. In consideration for the benefits derived by you from your employment with QITA, you agree that you shall:

a. not, without the prior written permission of QITA, directly or indirectly disclose or cause to be disclosed any Confidential Information to any third party;

b. take all steps as may be reasonably necessary to protect the integrity of the Confidential Information and to ensure against any unauthorized disclosure thereof;

14-1-90/23/14, ALLAPUR HYDERABAD, TG 500018 IN
Email: Qitech01@gmail.com || Mobile: 7842116080

QITA IT SERVICES PRIVATE LIMITED

CIN: U72900TG2020PTC145767

c. promptly inform QITA of any potential or accidental disclosure of Confidential Information and shall take all steps, together with QITA, to retrieve and protect the said Confidential Information; and use the Confidential Information only for the purpose for which it was provided and shall not profit from the same in an unauthorized manner to the exclusion of QITA.

d. Upon the completion of your employment or upon demand by QITA, whichever is earlier, you shall forthwith ensure the return to QITA of all Confidential Information and copies thereof in your possession or control.

e. The term “Confidential Information” as used herein above means, that respect to QITA/its affiliates / clients , any and all information in written, representational, electronic, verbal or other form relating directly or indirectly to present or potential business, operations, research/development, intellectual property, technology, designs, computer software, networks, training methodologies, production techniques, testing data, plans or strategy, employees, organizational hierarchies, salaries and benefits, accounts, financial matters or data and any information which might reasonably be presumed or identified to be proprietary or confidential in nature.

7. Strict Confidentiality - Except for the purposes of regular conduct of business as authorized by the Company, under no circumstances will you disclose to any outsider, any information whatever that may come to your knowledge, directly or indirectly, during your employment, relating to the affairs of the company and its customers, and you shall keep all such information strictly confidential.

Information means and includes without limitation all and any data, know-how, business operations, processes, designs, photographs, video's, brochures, code, drawings, specifications, programs, samples, trade secrets, intellectual property and all information of whatever description and any other material bearing or incorporating any information concerning or relating to the company, its assets, properties, plans, processes, finances, methods, operations, market strategy, marketing and pricing information, customer or consumer databases, pricing or other policies, business and business plans, intellectual property, and also includes all documents, agreements, sales charts, cost projections and analyses, pricing models, financial and tax information, business, marketing and operational projections, plans and opportunities, product information, designs, identification of customers, vendors and suppliers, customer, vendor and distribution lists, business records and other books and records relating to or concerning the company.

Your emoluments and compensation package are also confidential matters between you and the company and shall not be disclosed to anybody other than your supervisor, within or outside the company.

8. No Third Party Activities - You will devote your whole time and full attention to the business of the Company, and you shall not participate, be engaged or interested or concerned directly or indirectly in any other business or occupation of any kind or nature whatsoever.

9. Non-Compete and Non Solicitation – During the Employment and for 12 months post the last working day in the company, you shall not, directly or indirectly, carry on or engage in, whether as an individual on your own account or as a partner, joint venture partner, collaborator, employee, advisor,

14-1-90/23/14, ALLAPUR HYDERABAD, TG 500018 IN

Email: Qitech01@gmail.com || Mobile: 7842116080

QITA IT SERVICES PRIVATE LIMITED

CIN: U72900TG2020PTC145767

consultant or agent or in any other capacity whatsoever. contact any of the customers, vendors or clients of the Company to (i) entice such customers, vendors or clients away from the Company, (ii) induce any such customers, vendors or clients to terminate its/their contract with the Company or otherwise cease to provide goods or services to the Company or to purchase goods or services from the Company, (iii) damage in any way their business relationship with the Company, or (iv) provide substantially the same services or products provided to such customers or clients by the Company; or enter the employment of, or render any other services to a Competitor; or provide or offer to provide products or services, which could result in you being regarded as a Competitor of the Company

During the Term and for a period of 12 months thereafter, you shall not, directly or indirectly solicit employment of or advise any of the Company's existing employees or any person who was employed by the Company within six months prior to such solicitation, or any person or organization providing services to or through the Company to terminate his or her contract or relationship with Company or to accept any contract (directly or indirectly) or other arrangement for providing services to any other person or organization.

10. Warranties & Representations - Employment is offered to you on the basis of information, representations and warranties made and furnished by you to the Company, including as to your training, skills, abilities, employment history and special knowledge. You hereby warrant and vouch for the accuracy and fidelity of this information. At any time hereafter, if it is found that the information furnished is false, or any vital information has been concealed from the Company, then your employment is liable to be terminated forthwith without compensation, notice period or salary in lieu thereof.

11. QITA reserves the right to terminate your employment without specifying any reasons by providing you 7 days prior notice in that behalf. In the event of any breach of the terms hereof by you, QITA may, without prejudice to any other rights or remedies, terminate your employment with immediate effect.

12. You can be transferred to other location of the company on completion or in between the training period.

13. After successful completion of training program for three month you are abide to work for us 12 months and in case you want to leave you have to pay the compensation of INR 1,00,000 (One Lakh).

You are required to send the copies of the following as scan copy or hard copy:

a) Latest Passport size photographs (5 no's).

b) Service Certificates of your previous jobs. (If Applicable).

c) Self-Attested Birth Certificate / School Leaving Certificate showing date of birth. d) Self-Attested Educational Qualification Certificates.

14-1-90/23/14, ALLAPUR HYDERABAD, TG 500018 IN
Email: Qitech01@gmail.com || Mobile: 7842116080

QITA IT SERVICES PRIVATE LIMITED

CIN: U72900TG2020PTC145767

On Joining you will be required to furnish:

a) Relieving letter and Experience Certificate from your present Employer. (If Applicable) b) Last drawn Salary Slip/ Certificate showing monthly salary and Annual benefits, from the present employer. (If Applicable)

Your signing this appointment letter confirms your acceptance of the terms and conditions and that you would be joining QITA IT SERVICES PVT LTD.

Please return the enclosed copy duly signed as a token of your acceptance of the letter.

We welcome you to the Company and look forward to a mutually fruitful and prosperous relationship.

Sincerely,

Ankur Srivastava

QITA IT Services Pvt Ltd

Accepted

Signature_____



ACS Global Tech Solutions Pvt. Ltd.

Corporate Office: Plot No. 06
Sector-126, Noida-201303, U.P. India
(120) 492-5212 | info@acsicorp.com

Letter of Intent

05-May-2022
Kaushal Jaysawal
Vill-Naubatpur Post-Naubatpur
Chandauli Uttar Pradesh, 232110

Dear Kaushal,

CONGRATULATIONS!!

In reference to your application at ACS Global Tech Solutions Pvt. Ltd. (the "Company"), and the subsequent meetings and discussions with our team, we are delighted to welcome you to be a part of the Company and offer you the role of "Trainee - Recruitment" at grade L1. **You will be paid a compensation of INR 2,45,000.00 (Two Lakh Forty Five Thousand).** Your progression to next grade/level will be as per the company guidelines. The details of your compensation are provided in **Annexure - A**.

This offer has been extended keeping in mind your technical and professional qualifications, and in line with the points raised during our interactions with you. Some of these details would need to be verified through a background check, and you are requested to submit scanned copies of the documents in accordance with **Annexure - B** within two weeks of this offer or the date of your joining whichever is earlier. Both **Annexures - A** and **B** are incorporated by reference in this letter. By accepting this offer, you expressly consent to the Company or external agency instructed by Company to conduct any or all background checks prior to or after your date of joining.

Please confirm your acceptance of this offer by signing and returning within 5 days from the date of this letter. The acceptance of this offer does not create a contract of employment with the Company or guarantee employment for a specified term. The Employment Agreement will be issued to you, which will govern your relationship with the Company. As a condition of employment, you will be required to execute the Employment Agreement that restricts you from competing, soliciting customers or employees, or disclosing confidential information of Company and its affiliates.

The terms of this letter including salary information shall remain confidential and are not to be disclosed to any third party.



ACS Global Tech Solutions Pvt. Ltd.

Corporate Office: Plot No. 06
Sector-126, Noida-201303, U.P. India
(120) 492-5212 | info@acsicorp.com

You are requested to report for duty on or before **09-May-2022** (The exact date of joining would be conveyed to you separately on your email) and your initial place of work will be ACS Global Tech Solutions Pvt Ltd Plot# 6, Sector-126, Noida-201303 Uttar Pradesh, INDIA. However, your shift timings and office location may change at Company's sole discretion.

For ACS Global Tech Solutions Pvt. Ltd.

A handwritten signature in blue ink, appearing to read 'Jeena Peter', is written over a light blue circular watermark.

Jeena Peter
Senior Director

Annexure A – Compensation Break Up

Name	Kaushal Jaysawal
Designation	Trainee
Grade	L1
DOJ	09-May-2022
Department	US Staffing
Shift	Night A

Pay Component	Monthly Amount	Annual Amount
Gross Pay		
Fixed	18220	218656
Basic	8358	100301
House Rent Allowance	4179	50150
Special Allowance	2929	35151
Statutory Bonus	1250	15000
Employer Provident Fund	1504	18054
Total Gross Pay	18220	218656
Retirals & Benefits		
Retirals & Benefits	2195	26344
Gratuity	402	4824
Group Insurance	1250	15000
Employer ESI	543	6520
Total Retirals & Benefits	2195	26344
Total CTC	20415	245000

The CTC mentioned in the Annexure A would be applicable for the first 3 months from DOJ. The CTC would change respectively from the 4th and 10th month onward from the DOJ. Please refer to the table below.

Component	CTC
CTC Offered from 1-3 months	2,45,000
CTC Offered from 4-9 months	2,90,000
CTC Offered from 10-12 months	3,19,000



ACS Global Tech Solutions Pvt. Ltd.

Corporate Office: Plot No. 06
Sector-126, Noida-201303, U.P. India
(120) 492-5212 | info@acsicorp.com

1. Group Insurance Premium: This is the premium paid by the Company for insuring our employees for medical, accidental and life insurance
2. Gratuity: This is calculated as per the applicable laws on your Basic Salary. Employees will be eligible for payment of gratuity as per "The Payment of Gratuity (Amendment) Act, 2010".
3. The breakup of the salary may change based on directions from the government or Company policies and is an indicative number.
4. The employee contribution towards Provident Fund will be deductible on a monthly basis from Part - A, as indicated above and deposited per the applicable laws.
5. Employee shall be eligible for the variable pay (if any) on an annual basis at the discretion of the Company based on performance
6. Employees may be eligible to participate in the Flexi Benefit Plan as per the Company policies
7. Any applicable taxes shall be deducted from the compensation.

For ACS Global Tech Solutions Pvt. Ltd.

A handwritten signature in blue ink, appearing to read 'Jeena Peter', is written over a light blue circular graphic element.

Jeena Peter
Senior Director



ACS Global Tech Solutions Pvt. Ltd.

Corporate Office: Plot No. 06
Sector-126, Noida-201303, U.P. India
(120) 492-5212 | info@acsicorp.com

Annexure B - BGC

By accepting this offer, you hereby authorize **ACS Global Tech Solutions Pvt. Ltd.** (the "Company") or external agency instructed by the Company to verify your educational, employment antecedents, conduct or other details and make any other background checks prior to or after your date of joining the Company. If the Company is not satisfied with the outcome of the background check report, it reserves the sole discretion and right to withdraw this offer or terminate your services at any time without notice or compensation in lieu of it.

You are requested to submit background verification form along with the scanned/ hard copies of the following documents:

S.No	Document	If Enclosed Comment "Yes" else reason for not being available
1	12th Mark sheet/ certificate or Graduation Degree, whichever is higher	
2	Any Post-Graduation or Professional Certifications	
3	Last 3 Salary Slips/ annual bonus pay out (if any)	
4	Appointment and Relieving letter from the previous 2 employers	
5	Passport front and back	
6	Copy of the following ID/address proofs:	
	PAN Card - mandatory for salary processing	
	Aadhar Card - mandatory salary processing	
7	A copy of Cancelled cheque leaf (any bank for payroll processing)	

Submission of all the above documents is mandatory for joining and processing of salary. Please fill this copy and submit the same to us with your documents.

Please note that your appointment will be null and void if the above documents are not submitted by or before the date of joining.

(please sign here->)

ACS Employee Acceptance -Signed and with Date

Internship Offer & Terms

Date: 15th April ,22

Dear Prashant,

We have pleasure in appointing you in our company as per the details below:

- i. Your Designation on joining will be Intern.
- ii. You have to sign a bond with Techvilla for a period of 24 months from your date of joining.
- iii. For the first three months from your date of joining you will be on training.
- iv. During this period, you will be paid a stipend of Rs 5000/- per month All Inclusive In hand.
- v. After successfully completion of your training of 3 months, you have to appear for internal evaluation test, where in you have to score minimum 50%. After then only you will be considered as Permanent Employee and you may continue/start working on projects in Techvilla Solutions and your salary will be 2.4 LPA.
- vi. Once you get Permanent, apart from your salary emoluments you will also be entitled to company benefits as follows
 - a) Up to 1 Lakh annual performance *
 - b) Meal Facility
 - c) Life coverage up to Rs 2 lakh p.a.
 - d) Air accident coverage up to Rs 1.2 crore
 - e) Medical Cover
 - f) Medical assistance of Rs 1000/- daily for 15 days, if hospitalized.

Your detailed offer letter will be sent to you after successfully completion of training.

We look forward to you having a long and fruitful relationship with Techvilla Solutions.

Sincerely
For Techvilla Solutions

Accepted By-

Full Name- Prashant kumar

Accepted on Date- 27 April 2022



EMPLOYMENT CONTRACT

This Employment (Agreement) is made on **22th March 2022**, by and between **Agicent Technologies Private Limited** (The Employer, or Company), and **Radheshyam** (The Employee) **S/o, Sarvjeet** and **Gram-Jharua Post-dhanaura mustahakam, Jharuya, Siddhartnagar, Shoharatgarh, Uttar Pradesh, 272205. Mobile no: (964) 865-5224.**

The parties (Employee and Employer) in this Agreement hereby agree to the following terms and conditions regarding the employment of the Employee with The Employer, as follows –

- 1. DATE OF EMPLOYEMENT:** The Employee's appointment as a **Software Trainee** will be effective from **22th March 2022**. The employee shall be promoted time to time to further roles and responsibilities, depending upon his individual performance and management decisions.
- 2. PROBATION PERIOD AND CONFIRMATION:** The employee will be under a Probation Period for a period of **minimum Six months** from the **date of joining** at Agicent and his confirmation will be subject to the individual performance and conduct being found satisfactory. On confirmation, the employee will be given a Letter of Confirmation.
- 3. POSTING:** The initial posting of the employee shall be at Agicent's Software Development Centre at **B-35, Sector 60, Noida**. However, Employee's services are transferable to any other place or office of the company or to any subsidiary or associate company, whether now existing or still to be formed or to any of our customer location. Such transfer/ deputation will be in accordance with the company's rule being in force at that time. The employee shall not become a direct employee of any of the company's clients exposed to them at any point of time and under any conditions. Should the Employer notice any deviation, we reserve the right to prosecute legally.
- 4. WORKING DAYS/ HOURS:** The working hours will be from 9:30 AM to Evening 7:00 PM for Monday to Saturday (**Alternate Sat Off**), although being responsible for any urgent task or deadline, The Employee will be expected to stay late with the team to get the urgent things done, as and when required as per the project related requirements.
- 5. OTHER WORK:** Employee's position with the company is a whole-time employment and employee shall devote himself exclusively to the business of the company. Employee agrees that he will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the company without permission in writing of the Director of the Company. Doing Other Work shall breach this agreement, and company may take legal and domestic actions to handle the same.
- 6. CONFIDENTIAL INFORMATION PROTECTION:** The Employee acknowledges that any information not generally known outside the company considering or relating to the business of the company, the findings, reports, inventions, discoveries, developments, improvements and strategies evolved, disclosed to the employee by company or written, invented or conceived by him is confidential and, he agrees not to divulge to anyone, during the term of this agreement and for a period of two years thereafter. All work performed during the employment period shall be the property of the company. Employee agrees and understands that any disclosure of the company's confidential information (including but not limited to - Intellectual property, business information, customer information, projects information, project related knowledge etc.) by The Employee, without any written permission from the Director of Agicent shall be construed as a breach of this agreement, and shall attract necessary legal actions to be taken by the organization as according to Indian laws.



7. PAST RECORDS & UNSATISFACTORY SERVICES & BREACH OF TERMS

If any declaration given or furnished by the Employee during or after the recruitment process to the company prove to be false at any point of time, or if the employee is found to have wilfully suppressed any material information, or his performance does not measure up to the required standard or should the employee be found violating clauses pertaining to other work, Confidential Information, Employment bond then their services are liable to be terminated without any compensation or any notice period.

8. RELATIONSHIP WITH AGICENT'S CLIENTS

8.1 It is understood by the Employee that he shall not add any Agicent's clients to their personal linked-in accounts, Facebook, twitter or any other social networking site/platform. Agicent may acquire Client through any medium and an Employee could play any role to the same or may have managed the Client. Please note any and all clients that are acquired are exclusively Agicent's clients and should not be added. In case found guilty, Agicent has all rights to take appropriate legal action against the Employee.

8.2 The Employee shall not during the tenure of this Agreement and for a period of 36 months thereafter be associated with/ approach any/all clients, persons, entities introduced by Agicent in connection with the project(s), for any matter which is in compete with or prejudicial to the project(s)/other assignment. During the tenure of this Agreement and for a period of 36 months thereafter the Employee shall not interact with any of the competitors of Agicent or any of Agicent's clients for any matter which is connected with or in compete with the project(s)/any other assignment in which the Employee was involved during the tenure of providing services to Agicent with respect to the project(s)/any other assignment or which is in any manner, in Agicent's' view prejudicial to the interests of Agicent.

8.3 The employee would not notify the clients about their termination or relieving of job with Agicent, unless officially permitted to do so.

8.4 The Employee shall not at any point of time during the term of this Agreement or for a period of 36 months thereafter, secure part time or full-time work with any of Agicent's clients except with the prior written consent of Agicent. In the event Agicent is of the opinion that any such part time or full-time work with any of the Agicent's clients would be detrimental to the project(s)/any other assignment or would result in loss to the project(s)/any other assignment, the Employee undertakes to pay liquidated damages, of such amount that Agicent may determine in its sole discretion, to Agicent for causing such loss. The Employee explicitly waives any legal or any other right that he may have in this regard. Notwithstanding the above, Agicent reserves its rights to reject such payment and initiate appropriate civil/criminal action against the Employee for such breach.

9. EMOLUMENTS

The employee's salary during training period shall be **INR 12000** (Twelve Thousand Only).

After completion of probation/training period, employee's salary shall be revised based on the employee's performance and as per then industry standards.

The employee agrees to maintain this information and any changes made therein from time to time as personal and Strictly Confidential. Discussing this with their peers is strictly against the company policy and shall be liable to appropriate disciplinary action by the management of the Employer. The Employee has volunteered to opt out of Provident fund benefit of the company.

A handwritten signature in black ink that reads "Radheyam". The signature is written in a cursive, flowing style.

10. APPRAISAL POLICY

You'll be appraised for your good performance time to time. However, appraisal is governed by following sensible terms - In the event of employee leaving the job within minimum 9 months from the date of appraisal, the said appraisal shall become null & void i.e it becomes ineffective. In such a case, the company reserves the right to recover the total sum of increased salary per month multiplied by max ten months. Also, appraisals and any remuneration increase are to be kept confidential between the employee and designated management staff.

11. NOTICE PERIOD AND SEPARATION POLICY

This contract of employment is terminable by the Employee by giving **60 days' notice** after date of their resignation and acceptance (hereinafter called as Employee Notice Period) with a valid reason. The company will reserve the right to pay or recover salary in lieu of the non-served notice period. The company will also reserve the rights to ask the Employee to leave by giving 60 Days of Notice Period at any time during their employment term.

On acceptance of the separation notice before the Employee is relieved, the employee is required to hand over to the Company all correspondence, specifications, formulae, books, documents, cost, data, market data, literature, drawings, IPR, and he shall not make or retain any copies of these items. The above terms and conditions are subjected to Company Policy.

12. AT THE EVENT OF SEPERATION DURING TRAINING & PROBATION PERIOD

In case the employee wants to leave the company during Training & probation period (minimum 6 months) on their own accord and 6 months after that, the employer shall be entitled to recover the minimum sum of total INR 120,000 (One lac Twenty Thousand Only) from the employee and also be entitled to file damages in a competent court of law. By the virtue of nature of IT business, the amount of damages in an event of employee leaving the company during Training Period and 6 months afterwards can't be ascertained in prior on fixed price and will depend upon person to person and the size and worth of the work assigned to the said personnel.

The Approximate investment company does into Employee's training is worth INR 300,000 (Hardware and Software charges, development tools, logistics charges, Trainer's charges and opportunity cost) Plus the stipend or salary paid (which is minimum 12000 per month as stipend) and hence company reserves the right to recover all such investment and file any additional damages against such an employee.

The company can ask employee on its discretion to produce a bank guarantee or a security amount (refundable) to safeguard itself for any such events.

13. LEAVE POLICY

There will be no leave allowed per Month during Probation/Notice Period except official holidays or weekly holidays. On the completion of Probation period, the employee will be entitled to take 1 (One) leave per month only in case there is valid reason behind that. The leave policy may be changed by management time to time and such changes shall be communicated to the employee.

14. SEVERABILITY

If a court finds any provision or term or any portion of this Agreement invalid or unenforceable, the remainder of this Agreement shall remain enforceable.

15. MEDIATION AND ARBITRATION IN CASE OF DISPUTES REQUIRE (IN LIEU OF LITIGATION)

MEDIATION: The parties acknowledge that mediation usually helps parties settle their dispute. Therefore, before or after initiating the arbitration process, any party may propose mediation through any mediation process or mediator as the parties may agree upon. **ARBITRATION:** Any dispute or claim that arises out of or that relates to this employment

A handwritten signature in black ink that reads "Radheshyam".



contract, or that relates to the breach of this agreement, or that arises out of or that is based upon the employment relationship (including any wage claim, any claim for wrongful termination, or any claim based upon any statute, regulation, or law, including those dealing with employment discrimination, sexual harassment, or civil rights, age, or disabilities), including tort claims, or a dispute between the parties that arose/arises before, during, or after employment, shall be resolved by arbitration in accordance with the then effective arbitration rules of India.

The arbitrator shall be appointed by Agicent Technologies Pvt. Ltd; the number of Arbitrators shall be ONE, place of arbitration be Noida, UP and language of the arbitration shall be English.

16. ENTIRE AGREEMENT

This agreement supersedes all oral and written representations and agreements between the parties including, but not limited to any earlier agreement relating to the subject matter thereof any other agreement between the parties in relation to the subject matter thereof.

17. DOCUMENTS TO BE SUBMITTED BY THE EMPLOYEE AT TIME OR AFTER ONE MONTH OF JOINING

Copies of

- Last employer’s relieving letter (if applicable).
- Educational and Experience certificates.
- Identity and Address Proof (Passport/ Aadhar card/ DL/ Pan Card) and 2 pass port size photographs.

FOR EMPLOYER (AGICENT TECHNOLOGIES PRIVATE LIMITED)

Kind Attn: **Sudeep Bhatnagar, Director**
Agicent Technologies Private Limited
Phone: 0120-4564529,
Email: sudeep@agicent.com

FOR EMPLOYEE (Radheshyam)

S/O: Mr. Sarvjeet
Address – **Gram-jharua post-shanaura mustahakam, Jharuya, Siddharthnagar, Shoharatgarh, Uttar Pradesh**
Mobile no-**(964) 865-5224.**
Email –radheshyam964865@gmail.com

Thereof, the parties put their valid signatures to these presents and the duplicate, the day and year first hereinabove written.

For **Agicent Technologies Private Limited**
(Employer)

For **Radheshyam** (Employee)

Mr. Sudeep Bhatnagar

Signature



EMPLOYMENT CONTRACT

This Employment (Agreement) is made on **23th March 2022**, by and between **Agicent Technologies Private Limited** (The Employer, or Company), and **Saransh Singh** (The Employee) **S/o, Lal Bahadur Singh and Jungle Tulsiram, Kumhar Tola, Near Hanuman Mandir, Ward no-22, Marha Gokuli, Gorakhpur, Uttar Pradesh, 273014. Mobile no: (872) 641-9986.**

The parties (Employee and Employer) in this Agreement hereby agree to the following terms and conditions regarding the employment of the Employee with The Employer, as follows –

- 1. DATE OF EMPLOYEMENT:** The Employee's appointment as a **Software Trainee** will be effective from **23th March 2022**. The employee shall be promoted time to time to further roles and responsibilities, depending upon his individual performance and management decisions.
- 2. PROBATION PERIOD AND CONFIRMATION:** The employee will be under a Probation Period for a period of **minimum Six months** from the **date of joining** at Agicent and his confirmation will be subject to the individual performance and conduct being found satisfactory. On confirmation, the employee will be given a Letter of Confirmation.
- 3. POSTING:** The initial posting of the employee shall be at Agicent's Software Development Centre at **B-35, Sector 60, Noida**. However, Employee's services are transferable to any other place or office of the company or to any subsidiary or associate company, whether now existing or still to be formed or to any of our customer location. Such transfer/ deputation will be in accordance with the company's rule being in force at that time. The employee shall not become a direct employee of any of the company's clients exposed to them at any point of time and under any conditions. Should the Employer notice any deviation, we reserve the right to prosecute legally.
- 4. WORKING DAYS/ HOURS:** The working hours will be from 9:30 AM to Evening 7:00 PM for Monday to Saturday (**Alternate Sat Off**), although being responsible for any urgent task or deadline, The Employee will be expected to stay late with the team to get the urgent things done, as and when required as per the project related requirements.
- 5. OTHER WORK:** Employee's position with the company is a whole-time employment and employee shall devote himself exclusively to the business of the company. Employee agrees that he will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the company without permission in writing of the Director of the Company. Doing Other Work shall breach this agreement, and company may take legal and domestic actions to handle the same.
- 6. CONFIDENTIAL INFORMATION PROTECTION:** The Employee acknowledges that any information not generally known outside the company considering or relating to the business of the company, the findings, reports, inventions, discoveries, developments, improvements and strategies evolved, disclosed to the employee by company or written, invented or conceived by him is confidential and, he agrees not to divulge to anyone, during the term of this agreement and for a period of two years thereafter. All work performed during the employment period shall be the property of the company. Employee agrees and understands that any disclosure of the company's confidential information (including but not limited to - Intellectual property, business information, customer information, projects information, project related knowledge etc.) by The Employee, without any written permission from the Director of Agicent shall be construed as a breach of this agreement, and shall attract necessary legal actions to be taken by the organization as according to Indian laws.

Saransh Singh



7. PAST RECORDS & UNSATISFACTORY SERVICES & BREACH OF TERMS

If any declaration given or furnished by the Employee during or after the recruitment process to the company prove to be false at any point of time, or if the employee is found to have wilfully suppressed any material information, or his performance does not measure up to the required standard or should the employee be found violating clauses pertaining to other work, Confidential Information, Employment bond then their services are liable to be terminated without any compensation or any notice period.

8. RELATIONSHIP WITH AGICENT'S CLIENTS

8.1 It is understood by the Employee that he shall not add any Agicent's clients to their personal linked-in accounts, Facebook, twitter or any other social networking site/platform. Agicent may acquire Client through any medium and an Employee could play any role to the same or may have managed the Client. Please note any and all clients that are acquired are exclusively Agicent's clients and should not be added. In case found guilty, Agicent has all rights to take appropriate legal action against the Employee.

8.2 The Employee shall not during the tenure of this Agreement and for a period of 36 months thereafter be associated with/ approach any/all clients, persons, entities introduced by Agicent in connection with the project(s), for any matter which is in compete with or prejudicial to the project(s)/other assignment. During the tenure of this Agreement and for a period of 36 months thereafter the Employee shall not interact with any of the competitors of Agicent or any of Agicent's clients for any matter which is connected with or in compete with the project(s)/any other assignment in which the Employee was involved during the tenure of providing services to Agicent with respect to the project(s)/any other assignment or which is in any manner, in Agicent's' view prejudicial to the interests of Agicent.

8.3 The employee would not notify the clients about their termination or relieving of job with Agicent, unless officially permitted to do so.

8.4 The Employee shall not at any point of time during the term of this Agreement or for a period of 36 months thereafter, secure part time or full-time work with any of Agicent's clients except with the prior written consent of Agicent. In the event Agicent is of the opinion that any such part time or full-time work with any of the Agicent's clients would be detrimental to the project(s)/any other assignment or would result in loss to the project(s)/any other assignment, the Employee undertakes to pay liquidated damages, of such amount that Agicent may determine in its sole discretion, to Agicent for causing such loss. The Employee explicitly waives any legal or any other right that he may have in this regard. Notwithstanding the above, Agicent reserves its rights to reject such payment and initiate appropriate civil/criminal action against the Employee for such breach.

9. EMOLUMENTS

The employee's salary during training period shall be **INR 12000** (Twelve Thousand Only).

After completion of probation/training period, employee's salary shall be revised based on the employee's performance and as per then industry standards.

The employee agrees to maintain this information and any changes made therein from time to time as personal and Strictly Confidential. Discussing this with their peers is strictly against the company policy and shall be liable to appropriate disciplinary action by the management of the Employer. The Employee has volunteered to opt out of Provident fund benefit of the company.

Saransh Singh

10. APPRAISAL POLICY

You'll be appraised for your good performance time to time. However, appraisal is governed by following sensible terms - In the event of employee leaving the job within minimum 9 months from the date of appraisal, the said appraisal shall become null & void i.e it becomes ineffective. In such a case, the company reserves the right to recover the total sum of increased salary per month multiplied by max ten months. Also, appraisals and any remuneration increase are to be kept confidential between the employee and designated management staff.

11. NOTICE PERIOD AND SEPARATION POLICY

This contract of employment is terminable by the Employee by giving **60 days' notice** after date of their resignation and acceptance (hereinafter called as Employee Notice Period) with a valid reason. The company will reserve the right to pay or recover salary in lieu of the non-served notice period. The company will also reserve the rights to ask the Employee to leave by giving 60 Days of Notice Period at any time during their employment term.

On acceptance of the separation notice before the Employee is relieved, the employee is required to hand over to the Company all correspondence, specifications, formulae, books, documents, cost, data, market data, literature, drawings, IPR, and he shall not make or retain any copies of these items. The above terms and conditions are subjected to Company Policy.

12. AT THE EVENT OF SEPERATION DURING TRAINING & PROBATION PERIOD

In case the employee wants to leave the company during Training & probation period (minimum 6 months) on their own accord and 6 months after that, the employer shall be entitled to recover the minimum sum of total INR 120,000 (One lac Twenty Thousand Only) from the employee and also be entitled to file damages in a competent court of law. By the virtue of nature of IT business, the amount of damages in an event of employee leaving the company during Training Period and 6 months afterwards can't be ascertained in prior on fixed price and will depend upon person to person and the size and worth of the work assigned to the said personnel.

The Approximate investment company does into Employee's training is worth INR 300,000 (Hardware and Software charges, development tools, logistics charges, Trainer's charges and opportunity cost) Plus the stipend or salary paid (which is minimum 12000 per month as stipend) and hence company reserves the right to recover all such investment and file any additional damages against such an employee.

The company can ask employee on its discretion to produce a bank guarantee or a security amount (refundable) to safeguard itself for any such events.

13. LEAVE POLICY

There will be no leave allowed per Month during Probation/Notice Period except official holidays or weekly holidays. On the completion of Probation period, the employee will be entitled to take 1 (One) leave per month only in case there is valid reason behind that. The leave policy may be changed by management time to time and such changes shall be communicated to the employee.

14. SEVERABILITY

If a court finds any provision or term or any portion of this Agreement invalid or unenforceable, the remainder of this Agreement shall remain enforceable.

15. MEDIATION AND ARBITRATION IN CASE OF DISPUTES REQUIRE (IN LIEU OF LITIGATION)

MEDIATION: The parties acknowledge that mediation usually helps parties settle their dispute. Therefore, before or after initiating the arbitration process, any party may propose mediation through any mediation process or mediator as the parties may agree upon. **ARBITRATION:** Any dispute or claim that arises out of or that relates to this employment



contract, or that relates to the breach of this agreement, or that arises out of or that is based upon the employment relationship (including any wage claim, any claim for wrongful termination, or any claim based upon any statute, regulation, or law, including those dealing with employment discrimination, sexual harassment, or civil rights, age, or disabilities), including tort claims, or a dispute between the parties that arose/arises before, during, or after employment, shall be resolved by arbitration in accordance with the then effective arbitration rules of India.

The arbitrator shall be appointed by Agicent Technologies Pvt. Ltd; the number of Arbitrators shall be ONE, place of arbitration be Noida, UP and language of the arbitration shall be English.

16. ENTIRE AGREEMENT

This agreement supersedes all oral and written representations and agreements between the parties including, but not limited to any earlier agreement relating to the subject matter thereof any other agreement between the parties in relation to the subject matter thereof.

17. DOCUMENTS TO BE SUBMITTED BY THE EMPLOYEE AT TIME OR AFTER ONE MONTH OF JOINING

Copies of

- Last employer's relieving letter (if applicable).
- Educational and Experience certificates.
- Identity and Address Proof (Passport/ Aadhar card/ DL/ Pan Card) and 2 pass port size photographs.

FOR EMPLOYER (AGICENT TECHNOLOGIES PRIVATE LIMITED)

Kind Attn: **Sudeep Bhatnagar, Director**
Agicent Technologies Private Limited
Phone: 0120-4564529,
Email: sudeep@agicent.com


FOR EMPLOYEE (Saransh Singh)

S/O: Mr. Lal Bahadur Singh
Address – **Jungle Tulsiram, Kumhar Tola ,
Near Hanuman Mandir, Ward no-22,
Marha Gokuli, Gorakhpur, Uttar Pradesh**
Mobile no-**(872) 641-9986**.
Email –singhsaransh07@gmail.com

Thereof, the parties put their valid signatures to these presents and the duplicate, the day and year first hereinabove written.

For **Agicent Technologies Private Limited**
(Employer)

For **Saransh Singh** (Employee)



Mr. Sudeep Bhatnagar

Signature



Letter of Intent

Dear Simran,

Congratulations!

Subsequent to your interview and discussions with us, we are pleased to offer you an appointment for the role of **Research Associate- Computer Science** at a CTC of **INR.240000/-p.a.** with **Acadecraft Pvt. Ltd.** We take this opportunity to appreciate your decision to join the Acadecraft family. As mutually agreed, your joining with us will be dated on **20th April, 2022.**

Please be noted that in case of voluntary or involuntary separation of your employment within the first 15 working days, the company will not be liable to process your payroll. You are requested to report at 10:00AM on the day of your joining or your candidature will be canceled.

Kindly give a confirmation on the same.

On the date of your joining, kindly have the soft copies of the following documents ready with you:

- Copies of certificates of qualification from Standard 10th to the highest degree
- Copy of relieving or experience letter from previous employer/s (if applicable)
- Copies of the salary slips of the last three months (if applicable)
- Copies of permanent and present address proof
- Copy of PAN Card

Acadecraft Pvt. Ltd.
Anushka
Anushka Pandey
Talent Specialist



March 9, 2022

Ashutosh Kumar
Bangalore

Dear Ashutosh

SUB: Letter of Offer

On behalf of emids Technologies Private Limited, we are pleased to offer you as **Associate Software Engineer** or in such other capacity that the Company shall from time to time determine, on the following terms and conditions.

1. DATE OF JOINING

- 1.1 Your date of appointment is effective from **March 10, 2022** which will be regarded as the date on which you have joined the services of the Company.
- 1.2 Your appointment is subject to your clearance in the background verification process that the Company conducts and the receipt of satisfactory references from your former employers.
- 1.3 On the Joining Date, you shall execute the Confidentiality and Non-Disclosure Agreement and/or any other agreements/documents that the Company may require you to execute.

2. SALARY AND OTHER BENEFITS

- 2.1 The Company shall pay you the amounts, and make available the benefits and privileges as more specifically set forth in Annexure I to this offer letter. You shall be entitled to your salary (as specified in Annexure I hereto) on a monthly basis ("Salary") and such monthly Salary shall be payable to you on the 1st of every calendar month, in accordance with the Company's regular payroll practices in effect from time-to-time. Your salary includes a performance variable component (if applicable) ("Variable Pay").
- 2.2 If the Joining Date commences on a date other than the first day of a calendar month, then the Salary for that calendar month shall be prorated based on the number of days in such month and you shall receive such prorated salary for that calendar month.
- 2.3 The Salary is subject to deductions and withholdings of tax or otherwise as the Company may be mandated or required to do so by any applicable laws, regulations, or guidelines.

emids Technologies Pvt. Ltd.

Regd Office: Champak Pragathi Towers, Survey No 3/2, Hosur Main Road, Bommanahalli, Bangalore 560068, INDIA

Phone: +91 80 4098 0000, Fax: +91 80 4098 0050, URL: www.emids.com

CIN U85110KA1999PTC024738

Dear SHIVAM SINGH ,

Thank you for applying and congratulations on being shortlisted at BYJU'S – The Learning App for a Sales & Marketing position.

Job Profile: Business Development Associate (BDA)

Description: You will start your journey at BYJU'S as an individual contributor working in a team to introduce and showcase the unique BYJU'S-The Learning App help students learn better. You will also be responsible for mentoring these students and will play a role in their learning journey. Your key role will be to connect with students and parents across the country about one of the world's most loved learning apps that will help students learn not just for exams, but way beyond.

This is an individual contributor role in an employee-oriented, high performance environment that emphasizes on spreading the BYJU'S of learning in your city. Your role will start with contacting potential customers (parents and students) to set up meetings, counsel them on learning pedagogies and the BYJU'S personalised learning journey. You will be working 5 days a week with Mondays and Tuesdays off. This hybrid model of sales will give you an exposure to the best of inside-sales and direct-sales. Please download the BYJU'S Learning App to understand the magic of the BYJU'S courses which has been widely accepted not just across thousands of towns in India but by millions across the globe. We look forward to having you on board Team BYJU'S. All the best!

Business Development Associate - Direct Sales (On-Field Profile)

Sector: Sales

Locations: Across India

Working Days: 5 days work week (Saturday and Sunday Mandatory working)

CTC: Rs. 10 Lakhs per annum (Rs. 7 Lakhs per annum as Fixed pay and Rs. 3 Lakhs per annum as Incentive Pay) (Post Training)

Rs. 5 Lakhs per annum (Rs. 3 Lakhs per annum as Fixed pay and Rs. 2 Lakhs per annum as Incentive Pay) During the Training program



ESCORTS



Name : Priya Tomar

EIN : 103030

Department : EAM-Manufacturing

Date of Birth: 29.09.2001

Employee Signature

Issuing Authority

ESCORTS LIMITED
ESCORTS AGRI MACHINERY
Plot No. 2, Sector-13, Faridabad

Blood Group : A +

Address : B/Y E-29, Hemant Vihar,

Barra-2, Kanpur Nagar,

Uttar Pradesh 208027

Mob. : 9889295563

Emergency Contact :

Name : Mr. Anil Kumar Tomar

Phone : 9415536329

- Display the card on shirt's pocket while on duty.
- In case card is lost please inform issuing authority immediately. The duplicate will be issued on payment of Rs. 20/-.
- You will abide by the Rule & Regulations of the company.
- In case of separation from the company, please deposit the card with Issuing Authority.



Offer: Computer Consultancy
Ref: TCSL/DT20218296665/Trivandrum
Date: 30/11/2021

Mr. Mohammad Anas Ansari
Mohallah Meermast Khanquah Rashidiya,
Badi Masjid,
Jaunpur-222001,
Uttar Pradesh.
Tel# -

Dear Mohammad Anas Ansari,

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/DT20218296665

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

Anas

1



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/DT20218296665

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

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

Anas 3



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.

Anas



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 XIth, 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

TCS Confidential
TCSL/DT20218296665

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

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

fnar 5



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

TCS Confidential
TCSL/DT20218296665

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

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

TCS Confidential
TCSL/DT20218296665

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

Anas 7



serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

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

17. Pre-employment Medical Certificate

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

TCS Confidential
TCSL/DT20218296665

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

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

Anas 8



18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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

TCS Confidential
TCSL/DT20218296665

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

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

Anas 9



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

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

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

TCS Confidential
TCSL/DT20218296665

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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



24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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



Withdrawal of Offer

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

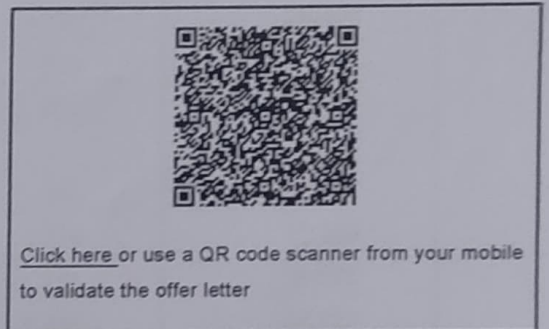
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

TCS Confidential
TCSL/DT20218296665

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

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



GROSS SALARY SHEET

Annexure 1

Name	Mohammad Anas Ansari
Designation	Assistant System Engineer-Trainee
Institute Name	Uiet, Csjm University, Kanpur

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 Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	

Anes



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 filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. **Prior knowledge**

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

5. **Use of third party material**

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

6. **Security policies and Guidelines.**

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

7. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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

Anas



Welcome Letter

1 message

SuccessFactors Onboarding <noreply@sapsf.com>
To: chaudharysaurabh2197@gmail.com

Wed, Aug 4, 2021 at 11:31



Dear BYJUite,

A warm welcome to BYJU'S - The Learning App. We are thrilled to have you onboard with us. Thank you for joining hands with us to make learning more fun and engaging for millions of students across the country.

About BYJU'S -The Learning App

Launched in 2015, BYJU'S is the world's most valuable Ed-Tech company and India's most loved learning app. Backed by strong partners like the Chan-Zuckerberg Initiative, World Bank's Investment arm – International Finance Corporation (IFC), etc., BYJU'S has been at the forefront of creating unique learning experiences for students across grades to help them fall in love with learning. It is the most preferred education app for students across age groups.

Here are your first steps towards becoming a part of our journey and helping change the future of education.

Before we begin, kindly ensure that you meet the following Work From Home Asset Requirements -

- Fully functional Laptop/Desktop with camera and audio capability is MANDATORY
- Smart Phone for calling purpose.
- Internet Connectivity (Dongle/WIFI/Broadband) Mobile hotspots are not entertained.

How to Login and use your Onboarding Documentation Portal?

Step 1: As a first step click on the following link to your login page

[New Employee Wizard - CLICK HERE](#)

Step 2: Create your password and security question and click on the 'Start Employee Wizard' to start the onboarding formalities.

Example password: Name@123*

Step 3: Update the correct data and upload all necessary documents in the respective panels. Refer to the mandatory documents list below while uploading. You will also have to upload the Background Verification Form at this stage. You can find this form attached below.

Step 4: At the end of “New Employee Wizard’, download the print package for your reference and cross check the same (The print package is a consolidated PDF of all the documents you have uploaded and all the details you have updated on the portal).

Step 5: Click on “**Submit All Documents**” to complete your New Employee Wizard, and your onboarding will be moved to the next step for further document verification process.

Step 6: Post verification of documents, the print package will be sent to you for digital signature via **Adobe**.

PLEASE NOTE : The HR TEAM will contact you one week prior to your joining date as per your offer letter.

Make sure that you upload the soft copies of all the following documents in the portal to complete the virtual onboarding process.

	DOCUMENT	MANDATORY ?	FILE FORMAT	IMPORTANT GUIDELINES
1	Passport Size Photograph	YES	JPG	Passport size Professional Photograph is required - This will be used for your ID Card and your employee portal profile.
2	Updated Resume	YES	PDF	If Experienced- Mention Work Ex End Date in DD/MM/YYYY
3	Byju's Offer Letter	YES	PDF	The offer letter can be downloaded from this link Offer Letter Link
4	Background Verification Form	YES	PDF	This form is available as an attachment in this Email. Kindly convert the document into word format, fill the required details, and upload as PDF. (Verifacts/KPMG)
5	Aadhaar Card Copy	YES	PDF	Recent copy of your updated Aadhaar Card should be submitted. Note: It is mandatory to submit a copy of your recently downloaded E-Aadhaar Card. Download from https://uidai.gov.in/ or from Digilocker.
6	PAN Card Copy	YES	PDF	OnlyFront side needs to be uploaded as a PDF. In case your PAN card is not available, please apply by clicking on the below link and provide the acknowledgment.

				https://www.incometaxindiaefiling.gov.in/e-PAN/index.html?lang=eng
7	Passport Copy	NO	PDF	<p>Front Page and Barcode Page to be must be merged and uploaded as a single PDF.</p> <p>If you do not possess a Passport copy please select the country, and move to the next page.</p>
8	10th Mark sheet (or) Passing Certificate	YES	PDF	
9	12th Mark sheet (or) Passing Certificate	YES	PDF	
10	Graduation Degree (or) Provisional Degree (or) Course Completion	YES	PDF	<p>Course Completion option is only available for candidates joining as Business Development Trainees (BDT's)</p>
11	Relieving letter & 3 Months Latest Payslips (or) Relieving Mail & 3 Months Latest Payslips (or) Experience Letter & 3 Months Latest Payslips	YES	PDF	<p>This document is mandatory for Experienced candidates.</p> <p>Relieving documents MUST have the Last Working Day mentioned on it.</p> <p>Bank statements showing salary credit can be submitted if payslips are not available</p>
12	Bank	YES	PDF	Bank Statement, Cancelled Cheque or any Bank

	Document		issued document having your Account Number., Account Holder Name, IFSC Code printed . Handwritten documents will NOT be accepted
--	----------	--	--

Please feel free to write to us at onboarding@byjus.com for any queries related to documents or the onboarding portal.

Warm Regards,
Team Onboarding



OFFER LETTER

Add Label



Retro Gym 28/10/2020

to me



Mr. SURYA PRATAP SINGH

DATE :- 1/10/

2020

Kanpur (U.P.)

Subject: OFFER LETTER

Dear

Mr. SURYA PRATAP SINGH

We thank you for your interest in discussing an opportunity to be part of the **Retro Gym**.

Based on the discussion with you, we are pleased to offer you a position of **Trainer**. You will be on probation for a period of **six months** from the date of joining.

The annual compensation calculated as **Cost to Company** will be **Rs. 1,74,000/- per annum**.

You are requested to join on **1/OCT / 2020**

TIME SCHEDULE





TIME SCHEDULE

SHIFT TIMING 2:00 PM TO 10:00 PM

Your place of posting will be Kanpur.

You are requested to submit joining formalities, we request you to bring the original testimonials along with the photocopy of the following documents for our records.

- Relieving Letter, Salary / Experience**
- A Certificates of Previous Employment**
- B Copy of Resume**
- Certificate of Educational**
- C Qualifications**
- 10th or Matriculation Certificate for**
- D Date of Birth Proof**
- E 3 Passport size photographs**
- Copy of residential proof (either**
- passport/ration card/election card/**
- F Pan Card/ Driving license**
- Copy of ID proof (either passport/**
- G ration card/ Pan Card/ Driving license**

In case you fail to submit the relevant documents on the day of joining, your joining can be deferred or canceled. Hence you are requested to submit the self-attested photocopies of all the documents and bring the originals for verification, this is mandatory.

We look forward to your joining the Retro Gym Team and your valued





**Copy of ID proof (either passport/
G ration card/ Pan Card/ Driving license**

In case you fail to submit the relevant documents on the day of joining, your joining can be deferred or canceled. Hence you are requested to submit the self-attested photocopies of all the documents and bring the originals for verification, this is mandatory.

We look forward to your joining the Retro Gym Team and your valued contribution to the organization and we hope to have a long-lasting and healthy relationship with you.

RETRO GYM

A VENTURE OF NJFC GROUP

**Jaya Tomar
(Human Resource)**



champions factory 25/10/2020

to Retro



Accepted.

Show quoted text

← Reply

← Reply all

→ Forward



SAI

भारतीय खेल प्राधिकरण
SPORTS AUTHORITY OF INDIA

भारतीय खेल प्राधिकरण
SPORTS AUTHORITY OF INDIA



आजादी का
अमृत महोत्सव

NETAJI SUBHAS SOUTHERN CENTRE

Mysore Road, Bengaluru-56. Tel: 080-23213204

433

IDENTITY CARD (TEMPORARY)



Name: SURABHI YADAV

Course: DIPLOMA 92-93

Discipline: TAEKWONDO

Date of Issue: 19/09/20 Valid Till:

Applicant Sign.

S. Hemabindu
Asst. Director (Academics)

SHEMIFORD

FUTURISTIC SCHOOL

Behat Road, Saharampur

Mob.: 8979001452, 53, 54, 55



Session 2022-23



Principal's Sign

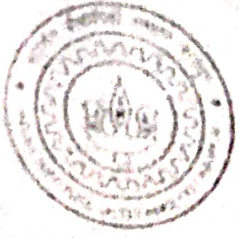
Prins Kumar

Designation : H.O.D. (Sports & Games),

Admission Coordinator

D.O.J. : 01/09/2022

Mob. : 8650003708



भारतीय प्रौद्योगिकी संस्थान कानपुर
Indian Institute of Technology Kanpur

अर्थशास्त्रीय विज्ञान विभाग
DEPARTMENT OF ECONOMIC SCIENCES

To whomsoever it may concern

Hello Greetings from IIT Kanpur...

Currently, I am conducting a project among Kanpur schools in order to increase awareness about self-defence techniques among young girl students from these schools. This is to certify that Mr. Lall Yadav is currently working as a project staff under my supervision since 16th October 2019. He is helping me with the school survey.

He will help in conducting one-on-one interviews with selected individuals over the next few months. The interviews will be confidential and will require no more than an hour. Your participation in the survey is of utmost importance to us and your honest response would help us to understand the problems and make better informed decisions. Please, cooperate with him as much as possible.

We will be grateful to you for your cooperation.

Sincerely

Dr. Debayan Pakrashi
Assistant Professor
Department of Economic Sciences
Indian Institute of Technology, Kanpur

ASSISTANT PROFESSOR
DEPT. OF ECONOMIC SCIENCES
IIT KANPUR - 208016



ASSISTANT PROFESSOR
OF ECONOMIC SCIENCES
IIT KANPUR - 208016

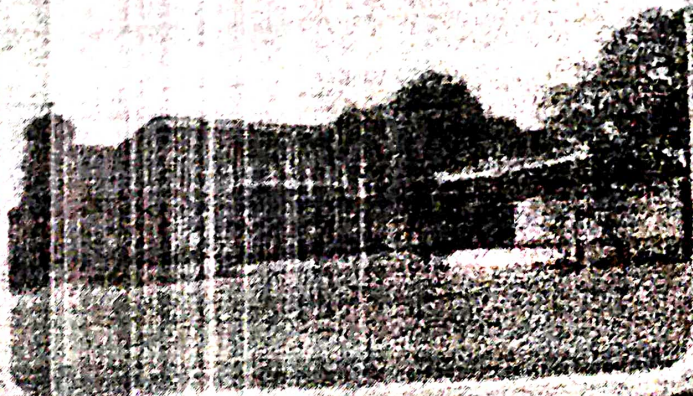


HMM

GIRLS INTER COLLEGE, JHANSI (U.P.)

CLASS OUTPASS

Miss. Nidhi Tiwari



Training Confirmation letter from e Team

External
Inbox

Noureen Parveen <nparveen@eteaminc.com>

Apr 20, 2022,
5:13 PM

to kratika199802@gmail.com, sanskritipandey9336@gmail.com, naviahasankhan@gmail.com, prashastitripathi2308@gmail.com, yatikadixit120@gmail.com, tewari.navlika@gmail.com, me

Dear Students,

Congratulations!!! I am delighted to inform you that you have been selected for **Associate Technical Recruiter (Training program)** We would like you to complete our one month training program. Post successfully completing of training, you will be eligibility to get an offer letter in our organization.

Please be aware that your training will start shortly, will keep you updated.

Thank you!!

Proudly servicing workforce solutions in USA | Canada | EMEA | APAC

Noureen Parveen

Senior Corporate HR

nparveen@eteaminc.com

www.eteaminc.com

Accelerated Hires

<https://www.linkedin.com/in/noureen-parveen-43467b193/>

For any suggestion or feedback , please contact my manager: Mohd Asif Saeed (msaeed@eteaminc.com)

S.No	Name	Number	Email	POC	University
1	Kratika Tripathi	7348741742	kratika199802@gmail.com	Noureen Parveen	CSJM University Kanpur
2	Km Sanskriti Pandey	9129645174	sanskritipandey9336@gmail.com	Noureen Parveen	CSJMU University
3	Navia Hasan Khan	7054330733	naviahasankhan@gmail.com	Noureen Parveen	CSJM University Kanpur
4	PRASHASTI TRIPATHI	7376841844	prashastitripathi2308@gmail.com	Noureen Parveen	CSJM UNIVERSITY
5	YATIKA	8090909341	yatikadixit120@gmail.com	Noureen Parveen	CSJMU
6	Navlika Tewari	8400188462	tewari.navlika@gmail.com	Noureen Parveen	CSJMU University Kanpur

Shalini Srivastava
Noida, India

June 08, 2022.

Dear Shalini,

Subsequent to our discussion and letter of offer, we have pleasure in appointing "**Shalini Srivastava**" in eTeam Info Services Pvt. Ltd as "**Associate Technical Recruiter -US Staffing**" You are expected to join on or "**June 08, 2022**", failing which, Company reserves the right to rescind this letter.

Your Annual Cost to Company (CTC) will be **Rs.3,00,000 (Rupees Three Lakh Only)** as detailed in Annexure "A" and you will be required to work **remotely** from home.

During your period of employment, you would be governed by the terms and conditions as per the appointment letter and HR Handbook which is subject to amendment from time to time at Company's sole discretion.

I. DOCUMENTS

You shall furnish at the time of starting employment (or within one week thereafter) the documents to the Company as mentioned below. Any delays in submitting the requested documents, may affect your joining or processing your first pay.

This appointment is offered to You, based on your having furnished the Company, correct information regarding your past services and other records. If at any time it is revealed that employment has been obtained by furnishing false/inappropriate information or withholding pertinent information, the Company in its sole discretion may terminate your service at any time without notice and Company shall be free to pursue any action against You as provided under the local law.

- Copies in support of your educational qualification(s) (marksheets and degree certificates)
- Copies in support of your work experience (Offer/appointment and experience/relieving letters)
- Copy of your resignation acceptance or release communication from current employer
- 2 passport size photographs
- Form 16/salary certificate/Bank Statement
- Address proof (Aadhar Card, PAN, Passport etc.)
- Compliance Documents (Form F, Form 2, Form 11, etc)

II. SALARY

a) Your annual remuneration is as specified in Your Annexure "A".

b) This compensation package has been customized for You after taking into account your qualifications, and relevance of experience and your roles and responsibilities.

eTeam Infoservices Pvt. Ltd.

1st Floor SVR Complex 89, Hosur Rd, 1st Stage, Koramangala, Bengaluru, Karnataka 560068 7th Floor, Sheth Corporate Tower Nr. Nagri Hospital, Ellisbridge, Ahmedabad- 380006 A-4 & 5, First Floor, Logix Park, Sector-16, Noida - 201301 1001 Durham Avenue, Suite 201, South Plainfield, NJ 07080



Date: 12-May-2022

LETTER OF INTENT

Dear Ishita Pandey,

Congratulations!

With ref. to the subsequent discussion on your candidature, we take the pleasure in inviting you to join Hindustan Wellness Pvt Ltd as **Wellness Officer** with the monthly INR **18000/-**.

You are hereby requested to bring below mentioned documents to the office along with this letter and NOC from college, for your joining and training on **04-07-2022 @ 9.00 am**. You can get some handsome incentives apart from salary.

Venue:

Hindustan Wellness Pvt Ltd,
Plot 107, 1st Floor,
Sec - 44, Gurgaon.

Documents Required:

1. Class 10 Certificate
2. Class 12 Certificate
3. Graduation Certificate
4. Aadhar Card
5. Pan Card
6. Photograph - 4 copies
7. Cancelled Cheque/Bank Pass Book Copy

Please carry your educational and address proof documents in original for verification purpose.

All the Best!!!

With Regards,

HR Department



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Khushnuma Parwen
Mobile Number: 9519910612
Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma
Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001
Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM
Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)
Name of Position: As Per Company
Qualification Required: ITI/Graduate
Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)
OJT: 8 HRS
Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,
Recruitment Team
Ambreesh Kumar / Somesh Kumar
8448705062, 9999729227
Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Prashasti Tripathi

Mobile Number: 7376841844

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: __/__/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Pratiksha Singh

Mobile Number: 8726413408

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Shivangi Verma

Mobile Number: 8299226657

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: __/__/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Vaishnavi Shukla

Mobile Number: 8171139005

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: __/__/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE



PROVISIONAL OFFER LETTER

To,

Date: 16/04/2022

Name of Candidate: Anubhavi Yadav

Mobile Number:

Location: Kanpur

Dear,

With reference to your interest, you are shortlisted for the following company:

Name of Company: Pentagon Pharma

Company Address: 16c, Industrial Area No. 1, Dewas, Madhya Pradesh 455001

Reporting Date & Time: Date: ___/___/2022 by 10:00AM-02:00PM

Contact Person Name & Contact Number: Mr. Deepak chouhan (8966046742)

Name of Position: As Per Company

Qualification Required: ITI/Graduate

Stipend + Attendance Incentive: 11400/-per month (After 3 month will be 14000/-per month)

OJT: 8 HRS

Canteen Facility: As Per Company

You are supposed to reach the company at the address given above. Your confirmation will be provided at the company premises after interaction.

Please bring with your educational documents, copy of Aadhar Card, Copy of Bank Passbook and five latest passport size photographs at the time of Interaction.

NOTE: - Candidate should never have been registered on PF / ESIC portal.

Name of Company: Pentagon Pharma

Best Wishes,

Recruitment Team

Ambreesh Kumar / Somesh Kumar

8448705062, 9999729227

Eduvantage Pvt. Ltd.

DECLARATION

I hereby declare that I have done no payment to Eduvantage or any other agency regarding this apprenticeship offer.

CANDIDATE SIGNATURE

Ms. Palak Jain

Date: Friday, 2nd September, 2022

SUB: LETTER OF APPOINTMENT

Dear Palak,

With reference to your application and followed by subsequent interview you had with us, we are happy and keen to welcome you into the fold of PULSUS family.

We are pleased to offer you a position as **"Program Coordinator (On Job Trainee)"** and work location will be at our SEZ Office. The regular fixed term employment will be issued to you at the time of joining. You will be required to join as on, **"2nd September, 2022"**.

We reviewed the industry competitiveness of compensation packages for such roles the relevant industry benchmarks and thus are pleased to offer a stipend of 16,000/- INR per month.

Apart from above fixed component, you are eligible as per company incentive policy and fines applicable as per deduction policy. *You should work in PULSUS for a minimum period of Twelve Months.*

Kindly report to office at PULSUS HEALTHTECH LLP, 6th floor, Tower-b, Building No. 14, IT/ITES SEZ, DLF Cyber City Developers Ltd. Sector – 24 & 25A, DLF Phase-III, Gurgaon, Haryana – 122 002, INDIA.

We are welcoming you on-board for a successful career with PULSUS Family.
Please feel free to get in touch with us for any queries.

With Best Regards,
Niharika Srivastava
Human Resource
PULSUS HEALTHTECH LLP

"We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth".

Terms and Conditions

Confidentiality:

Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you. Your compensation package is unique to you and not for comparison with other employees of the company.

Ms. Himanshi Singh

Date: Monday, 29th August, 2022

SUB: LETTER OF APPOINTMENT

Dear Himanshi,

With reference to your application and followed by subsequent interview you had with us, we are happy and keen to welcome you into the fold of PULSUS family.

We are pleased to offer you a position as **"Program Coordinator (On Job Trainee)"** and work location will be at our **SEZ Office**. The regular fixed term employment will be issued to you at the time of joining. You will be required to join as on, **"29th August, 2022"**.

We reviewed the industry competitiveness of compensation packages for such roles the relevant industry benchmarks and thus are pleased to offer a stipend of 16,000/- INR per month.

Apart from above fixed component, you are eligible as per company incentive policy and fines applicable as per deduction policy. *You should work in PULSUS for a minimum period of Twelve Months.*

Kindly report to office at **PULSUS HEALTHTECH LLP, 6th floor, Tower-b, Building No. 14, IT/ITES SEZ, DLF Cyber City Developers Ltd. Sector – 24 & 25A, DLF Phase-III, Gurgaon, Haryana – 122 002, INDIA.**

We are welcoming you on-board for a successful career with PULSUS Family.

Please feel free to get in touch with us for any queries.

With Best Regards,
Niharika Srivastava
Human Resource
PULSUS HEALTHTECH LLP

"We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth".

Terms and Conditions

Confidentiality:

Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you. Your compensation package is unique to you and not for comparison with other employees of the company.

Ms. Renu Jaiswal

Date: Monday, 29th August, 2022

SUB: LETTER OF APPOINTMENT

Dear Renu,

With reference to your application and followed by subsequent interview you had with us, we are happy and keen to welcome you into the fold of PULSUS family.

We are pleased to offer you a position as **Program Coordinator (On Job Trainee)** and work location will be at our **SEZ Office**. The regular fixed term employment will be issued to you at the time of joining. You will be required to join as on, **"29th August, 2022"**.

We reviewed the industry competitiveness of compensation packages for such roles the relevant industry benchmarks and thus are pleased to offer a stipend of 15,000/- INR per month.

Apart from above fixed component, you are eligible as per company incentive policy and fines applicable as per deduction policy. *You should work in PULSUS for a minimum period of Twelve Months.*

Kindly report to office at **PULSUS HEALTHTECH LLP, 6th floor, Tower-b, Building No. 14, IT/ITES SEZ, DLF Cyber City Developers Ltd. Sector – 24 & 25A, DLF Phase-III, Gurgaon, Haryana – 122 002, INDIA.**

We are welcoming you on-board for a successful career with PULSUS Family.
Please feel free to get in touch with us for any queries.

With Best Regards,
Niharika Srivastava
Human Resource
PULSUS HEALTHTECH LLP

"We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth".

Terms and Conditions

Confidentiality:

Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you. Your compensation package is unique to you and not for comparison with other employees of the company.

Ms. Sweta Sahu

Date: Thursday, 15th September, 2022

SUB: LETTER OF APPOINTMENT

Dear Sweta,

With reference to your application and followed by subsequent interview you had with us, we are happy and keen to welcome you into the fold of PULSUS family.

We are pleased to offer you a position as "**Program Coordinator (On Job Trainee)**" and work location will be at our **SEZ Office**. The regular fixed term employment will be issued to you at the time of joining. You will be required to join on, "**15th September, 2022**".

We reviewed the industry competitiveness of compensation packages for such roles the relevant industry benchmarks and thus are pleased to offer a stipend of 15,000/- INR per month.

Apart from above fixed component, you are eligible as per company incentive policy and fines applicable as per deduction policy. *You should work in PULSUS for a minimum period of Twelve Months.*

Kindly report to office at **PULSUS HEALTHTECH LLP, 6th floor, Tower-b, Building No. 14, IT/ITES SEZ, DLF Cyber City Developers Ltd. Sector – 24 & 25A, DLF Phase-III, Gurgaon, Haryana – 122 002, INDIA.**

We are welcoming you on-board for a successful career with PULSUS Family.
Please feel free to get in touch with us for any queries.

~~We are pleased to offer you a position as "Program Coordinator (On Job Trainee)" and work location will be~~
With Best Regards,
Niharika Srivastava
Human Resource
PULSUS HEALTHTECH LLP

"We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth".

Terms and Conditions

Confidentiality:

Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you. Your compensation package is unique to you and not for comparison with other employees of the company.

Mr. Prasenjit Srivastava

Date: Monday, 29th August, 2022

SUB: LETTER OF APPOINTMENT

Dear Prasenjit,

With reference to your application and followed by subsequent interview you had with us, we are happy and keen to welcome you into the fold of PULSUS family.

We are pleased to offer you a position as "**Program Coordinator (On Job Trainee)**" and work location will be at our **SEZ Office**. The regular fixed term employment will be issued to you at the time of joining. You will be required to join as on, "**29th September, 2022**".

We reviewed the industry competitiveness of compensation packages for such roles the relevant industry benchmarks and thus are pleased to offer a stipend of 16,000/- INR per month.

Apart from above fixed component, you are eligible as per company incentive policy and fines applicable as per deduction policy. *You should work in PULSUS for a minimum period of Twelve Months.*

Kindly report to office at **PULSUS HEALTHTECH LLP, 6th floor, Tower-b, Building No. 14, IT/ITES SEZ, DLF Cyber City Developers Ltd. Sector – 24 & 25A, DLF Phase-III, Gurgaon, Haryana – 122 002, INDIA.**

We are welcoming you on-board for a successful career with PULSUS Family.
Please feel free to get in touch with us for any queries.

With Best Regards,
Niharika Srivastava
Human Resource
PULSUS HEALTHTECH LLP

"We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth".

Terms and Conditions

Confidentiality:

Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you. Your compensation package is unique to you and not for comparison with other employees of the company.

Mr. Azimul Hasan

Date: Monday, 29th August, 2022

SUB: LETTER OF APPOINTMENT

Dear Azimul,

With reference to your application and followed by subsequent interview you had with us, we are happy and keen to welcome you into the fold of PULSUS family.

We are pleased to offer you a position as "**Program Coordinator (On Job Trainee)**" and work location will be at our **SEZ Office**. The regular fixed term employment will be issued to you at the time of joining. You will be required to join as on, "**29th August, 2022**".

We reviewed the industry competitiveness of compensation packages for such roles the relevant industry benchmarks and thus are pleased to offer a stipend of 16,000/- INR per month.

Apart from above fixed component, you are eligible as per company incentive policy and fines applicable as per deduction policy. *You should work in PULSUS for a minimum period of Twelve Months.*

Kindly report to office at PULSUS HEALTHTECH LLP, 6th floor, Tower-b, Building No. 14, IT/ITES SEZ, DLF Cyber City Developers Ltd. Sector – 24 & 25A, DLF Phase-III, Gurgaon, Haryana – 122 002, INDIA.

We are welcoming you on-board for a successful career with PULSUS Family.
Please feel free to get in touch with us for any queries.

With Best Regards,
Niharika Srivastava
Human Resource
PULSUS HEALTHTECH LLP

"We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth".

Terms and Conditions

Confidentiality:

Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you. Your compensation package is unique to you and not for comparison with other employees of the company.

Ms. Akanksha Kumari

Date: Thursday, 25th August, 2022

SUB: LETTER OF APPOINTMENT

Dear Akanksha,

With reference to your application and followed by subsequent interview you had with us, we are happy and keen to welcome you into the fold of PULSUS family.

We are pleased to offer you a position as **"Program Coordinator (On Job Trainee)"** and work location will be at our **SEZ Office**. The regular fixed term employment will be issued to you at the time of joining. You will be required to join as on, **"25th August, 2022"**.

We reviewed the industry competitiveness of compensation packages for such roles the relevant industry benchmarks and thus are pleased to offer a stipend of 16,000/- INR per month.

Apart from above fixed component, you are eligible as per company incentive policy and fines applicable as per deduction policy. *You should work in PULSUS for a minimum period of Twelve Months.*

Kindly report to office at **PULSUS HEALTHTECH LLP, 6th floor, Tower-b, Building No. 14, IT/ITES SEZ, DLF Cyber City Developers Ltd. Sector – 24 & 25A, DLF Phase-III, Gurgaon, Haryana – 122 002, INDIA.**

We are welcoming you on-board for a successful career with PULSUS Family.
Please feel free to get in touch with us for any queries.

With Best Regards,
Niharika Srivastava
Human Resource
PULSUS HEALTHTECH LLP

"We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth".

Terms and Conditions

Confidentiality:

Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you. Your compensation package is unique to you and not for comparison with other employees of the company.

Ms. Snigdha Sain

Date: Tuesday, 30th August, 2022

SUB: LETTER OF APPOINTMENT

Dear Snigdha,

With reference to your application and followed by subsequent interview you had with us, we are happy and keen to welcome you into the fold of PULSUS family.

We are pleased to offer you a position as "**Program Coordinator (On Job Trainee)**" and work location will be at our **SEZ Office**. The regular fixed term employment will be issued to you at the time of joining. You will be required to join as on, "**30th August, 2022**".

We reviewed the industry competitiveness of compensation packages for such roles the relevant industry benchmarks and thus are pleased to offer a stipend of 16,000/- INR per month.

Apart from above fixed component, you are eligible as per company incentive policy and fines applicable as per deduction policy. *You should work in PULSUS for a minimum period of Twelve Months.*

Kindly report to office at **PULSUS HEALTHTECH LLP, 6th floor, Tower-b, Building No. 14, IT/ITES SEZ, DLF Cyber City Developers Ltd. Sector – 24 & 25A, DLF Phase-III, Gurgaon, Haryana – 122 002, INDIA.**

We are welcoming you on-board for a successful career with PULSUS Family.

Please feel free to get in touch with us for any queries.

With Best Regards,
Niharika Srivastava
Human Resource
PULSUS HEALTHTECH LLP

"We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth".

Terms and Conditions

Confidentiality:

Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you. Your compensation package is unique to you and not for comparison with other employees of the company.

Mr. Satyam Bajpai

Date: Friday, 2nd September, 2022

SUB: LETTER OF APPOINTMENT

Dear Satyam,

With reference to your application and followed by subsequent interview you had with us, we are happy and keen to welcome you into the fold of PULSUS family.

We are pleased to offer you a position as **"Program Coordinator (On Job Trainee)"** and work location will be at our **SEZ Office**. The regular fixed term employment will be issued to you at the time of joining. You will be required to join as on, **"2nd September, 2022"**.

We reviewed the industry competitiveness of compensation packages for such roles the relevant industry benchmarks and thus are pleased to offer a stipend of 16,000/- INR per month.

Apart from above fixed component, you are eligible as per company incentive policy and fines applicable as per deduction policy. *You should work in PULSUS for a minimum period of Twelve Months.*

Kindly report to office at **PULSUS HEALTHTECH LLP, 6th floor, Tower-b, Building No. 14, IT/ITES SEZ, DLF Cyber City Developers Ltd. Sector – 24 & 25A, DLF Phase-III, Gurgaon, Haryana – 122 002, INDIA.**

We are welcoming you on-board for a successful career with PULSUS Family.
Please feel free to get in touch with us for any queries.

With Best Regards,
Niharika Srivastava
Human Resource
PULSUS HEALTHTECH LLP

"We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth".

Terms and Conditions

Confidentiality:

Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you. Your compensation package is unique to you and not for comparison with other employees of the company.

Mr. Saurabh Tripathi

Date: Monday, 29th August, 2022

SUB: LETTER OF APPOINTMENT

Dear Saurabh,

With reference to your application and followed by subsequent interview you had with us, we are happy and keen to welcome you into the fold of PULSUS family.

We are pleased to offer you a position as **"Program Coordinator (On Job Trainee)"** and work location will be at our **SEZ Office**. The regular fixed term employment will be issued to you at the time of joining. You will be required to join as on, **"29th August, 2022"**.

We reviewed the industry competitiveness of compensation packages for such roles the relevant industry benchmarks and thus are pleased to offer a stipend of 16,000/- INR per month.

Apart from above fixed component, you are eligible as per company incentive policy and fines applicable as per deduction policy. *You should work in PULSUS for a minimum period of Twelve Months.*

Kindly report to office at **PULSUS HEALTHTECH LLP, 6th floor, Tower-b, Building No. 14, IT/ITES SEZ, DLF Cyber City Developers Ltd. Sector – 24 & 25A, DLF Phase-III, Gurgaon, Haryana – 122 002, INDIA.**

We are welcoming you on-board for a successful career with PULSUS Family.

Please feel free to get in touch with us for any queries.

With Best Regards,
Niharika Srivastava
Human Resource
PULSUS HEALTHTECH LLP

"We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth".

Terms and Conditions

Confidentiality:

Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you. Your compensation package is unique to you and not for comparison with other employees of the company.

SPECTRO[®]
Analytical Labs Pvt. Ltd.



NAVEEN SINGH
Intern

Department : Mechanical
Emergency Contact No. : 9919776271
9918123167

A handwritten signature in black ink, appearing to be 'S. Singh'.

Authorized Signatory

E-41, Okhla Industrial Area Phase II, New Delhi -
110020 Ph: 011-40522000, +91-9953999340



23rd August 2021

Mr. Abhishek Sharma
University Institute of Engineering and Technology CSJMU, Kanpur

Subject: Offer of Training facility

Dear Abhishek Sharma

Congratulations! With reference to your application and subsequent interview you had with us, we are pleased to offer you the facility of training in Escorts Limited on the following terms and conditions, w.e.f. 1 September 2021.

Designation	:	Graduate Apprentice Trainee (Under the Apprentices Act, 1961)
Period of Training	:	One Year
Stipend month	:	INR 18000/- (Eighteen thousand only) per
Business Department	:	Escorts Agri Machinery Operations
Location	:	Faridabad, Haryana

We would like you to join on or before 1 September 2021 failing which, this offer of employment shall automatically be withdrawn.

This offer is subject to approval of your name by the apprenticeship advisor, pre-employment medical and satisfactory reference checks. Please treat the terms and conditions of this offer as confidential and are not to be disclosed to any third party.

A letter of engagement enumerating the detailed terms and conditions of Training facility shall be issued to you on completion of the joining formalities.

We are also enclosing list of documents to be submitted by you on the first day of your joining and a check-list/guidelines for pre-joining medical - ANNEXURE: B.

Please sign and return the acknowledgement copy of this letter, as a token of your acceptance.

Welcome to Escorts.

Thanking you,
Yours Faithfully,
For ESCORTS LIMITED


Anil Kumar C
Group Head HR

Enclosed: Annexure B
offer

Accepted the above

ESCORTS LIMITED

15/5, Mathura Road, Faridabad - 121 003, Haryana, India
Tel.: +91-129-2250222 Fax: +91-129-2250023

E-mail: escortsgroup@escorts.co.in Website: www.escortsgroup.com

Corporate Identification Number L74899HR1944PLC039088
Registered Office: 15/5, Mathura Road, Faridabad - 121 003, Haryana, India



Mr. Abhishek Sharma

23rd August 2021

ANNEXURE: B

LIST OF (MANDATORY) DOCUMENTS TO BE SUBMITTED ON THE FIRST DAY OF JOINING:

- a. 6 copies of passport size photographs (self).
- b. One passport size Photograph each of spouse and dependent children (if applicable).
- c. Photostat copies of the following and original for verification:
 - i. Certificate for proof of Date of Birth (Class 10 Certificate)
 - ii. Educational Qualification Certificates along with all semester mark sheets along with final semester
 - iii. ADHAAR Number
 - iv. Permanent Account Number (PAN)
 - v. Bank Account Name & Number
 - vi. IFS Code / Copy of Blank Cheque
 - vii. Passport details: Passport No. and validity up to
 - viii. Driving License details: License No. and validity up to

CHECK LIST AND GUIDELINES FOR PRE-JOINING MEDICAL:

You are required to submit a self-declaration of medical fitness (as attached), as a proof of you being medically fit for the training facility joining.

Anil Kumar C
Group Head - HR

Accepted the above offer of training facility

Signature: _____

Name: _____

Date: _____

ESCORTS LIMITED

15/5, Mathura Road, Faridabad - 121 003, Haryana, India
Tel.: +91-129-2250222 Fax: +91-129-2250023

E-mail: escortsgroup@escorts.co.in Website: www.escortsgroup.com

Corporate Identification Number L74899HR1944PLC039088
Registered Office: 15/5, Mathura Road, Faridabad - 121 003, Haryana, India



ESCORTS



Name : Varshit Kumar Gangwar
EIN : 103005
Department : EAM- Operations
Date of Birth: 01.08.2001

Employee Signature

Issuing Authority

ESCORTS LIMITED
ESCORTS AGRI MACHINERY
Plot No. 2, Sector-13, Faridabad

Harsh Dwivedi
Sales Executive



☎ +91 9311962704
✉ harsh@filatech.in
☎ +91 124 4064798, 4142862
🌐 www.filatech.in



Filatech Enterprise Pvt Ltd

Unit-19, First Floor, Augusta Point, DLF Golf Course Road,
Sector - 53, Gurgaon, Haryana - 122002, India

Our Partners



SAATIVIK

- Solar Inverters
- PV Modules
- Solar Junction Box
- EV Charger
- Energy Storage
- Polymers
- Textile Raw Materials
- Polyester Chips
- PET Preforms



FILATECH ENTERPRISE PVT. LTD.

CIN : U74996HR2006PTC036201

GST NO. : 06AACCN3164B1ZY

11th October 2021

To

Mr. Harsh Dwivedi
38, 109 Nariyal Bazar, Gilish Bazar,
P.S. Kotwali, Tehsil Kanpur, P.O. Naryagang S.O
Distt. Kanpur Nagar, -208001, Uttarpradesh

Dear Mr. Harsh

This is with reference to your interview for the post of "Assistant in Electronic Division" dated 06th October 2021

In this connection, we are pleased to appoint you as "Assistant in Electronic Division"

Kindly find appointment letter copy in duplicate.

You are requested to sign the same along with copy of the covering letter and return for our records. As discussed, you shall join the organization on or before 18th October 2021

We take this opportunity to welcome you on board the Filatech Family and congratulate you on taking a decision to be a part of our growing group. Rest assured and we are more then sure we will have a long term relationship with you.

Thanking You

Best Wishes

For Filatech Enterprise Pvt.Ltd

Manjul Goswami
Head Administration



Harsh.

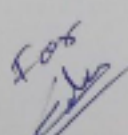
Date: 23.12.2021

To,
Mr. Manish Kumar Pandey
At Post:-Kharihat Kalan , Dist.:- Mirzapur
Uttar Pradesh -231211.

Sub: Letter of Intent for appointment

Dear Mr. Pandey,

1. This has reference your application and subsequent discussion you had with us, we are very pleased to offer you the position of **GET-Metallurgy** at Viraj Profiles Ltd, Tarapur on terms and condition discussed and mutually agreed during the above meeting.
2. As discussed, you are requested to join us on or before **27.12.2021**.detailed appointment letter will be issued to you on your joining at Viraj Profiles Ltd.
3. You are advised to provide the followings documents at the time of joining to complete your joining formalities.
 - Copy of Educational Qualification Certificates.
 - Three Passport Size self-Photograph.
 - Fitness Certificate, from Medical Practitioner.
 - Relieving Letter from your last/previous employer.
 - Last Pay Certificate.
 - Experience Certificate.
4. We look forward to welcome you in the Viraj family and trust our association will be a long and mutually beneficial one.
5. Duplicate copy of this offer may please be returned to us duly signed as a token of acceptance of this letter.

For

Thanking you
Yours faithfully
For VIRAJ PROFILES LIMITED

Priyaranjan Kumar
Chief HR Officer

Acceptance Signature:
Date of Joining:

Corporate Office:

Viraj Tower, Ground & 1st Floor, Junction of Andheri Kurla Road, Western Express Highway, Near Land Mark Building, Andheri (East), Mumbai - 400069, India
Tel.: +91 22 6276 6200, Fax: +91 22 2683 1313
Website: www.viraj.com

Registered & Marketing Office:

G-34, MIDC Tarapur Industrial Area, Bolar, Taluka & Dist. Palghar, Maharashtra - 401 506, India
Tel.: +91 904 999 1021-28
Fax: +91 (2525) 260 159 / 274 420

Manufacturer of Stainless Steel: WIRES • WIRE RODS • WELDING WIRES • FASTENERS • BRIGHT BARS • PROFILES • FLANGES

CIN NO. - U28113MH1996PLC095835

February 17, 2022

HRD/3T/1003448944/21-22

Ms. Srishti Dubey
E-1 Adarsh Nagar
Lal Colony Barra-1
Kanpur nagar-208027
India

Ph: +91-9565342211

Dear Srishti,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.02.17 10:14:03 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

PSIT

Kanpur



AKSHAY YADAV

2101640700022

M.B.A.

Pranveer Singh Institute of Technology



31978

NH-2, Bhauti, Kanpur(UP)

TOLL FREE : +91 7670998888

Offer Letter Inbox**Prashant Sharma** 3 days ago

to me, Praveen, Barun, Nitin, ...



Dear Mr. Praveen Soni

With reference to your interview held on 08/09/2022 , we are pleased to offer you employment with Agrawal Metal Works Pvt. Ltd. on the following terms:-

Job Title : Graduate Engineer Trainee
Department : Production – Annealing

Earning Break up		Monthly Pay	Annual Pay
Gross Salary 20,000/- per month	Basic Salary	16,000	1,92,000
	Monthly Allowances	4,000	48,000
PF Employer's Contribution @12% of Basic Salary		1,920	23,040
Bonus @20% of Basic Salary (Paid Monthly)*		3,200	38,400
Gratuity (Approximate 4.81% of Basic) as per act		770	9,240
Retention Charges (Paid on completion of 2 years)**		2,000	24,000
TOTAL CTC		27,890	3,34,680

* As declared by Company on yearly basis. However from last more than 15 years, company has been continuously paying bonus @ 20%.

** You will be paid a sum of Rs. 48,000/- (Rupees Forty

Offer: Faculty (Engineering)

Refid: AESL/Campus2022/Chatrapati Shahuji Maharaj University

Date: 23rd September 2022

Mr. Praveen Soni

Address : Village & Post Somai, Dist Jalaun

Ref: Letter of Offer & Terms of Employment

Dear Mr. Praveen Soni,

Thank you for exploring career opportunities with Aakash Educational Services Limited (hereinafter referred to as 'AESL' or 'Company'). You have successfully completed our selection process and we are pleased to extend offer of employment.

By joining AESL you would become part of India's leading Educational Institute.

With robust training, mentoring system and support from the management, campus recruited faculty have made substantial achievements at Aakash Institute in last one decade. Depending on your performance & AESL's requirement one can also accelerate career in management role if you have flair and desired skills for leading a team, branch or entire region.

AESL takes pride in not only producing good students but also good faculty.

Once again, we welcome you to Aakash Family, where we offer a plethora of opportunities for professional development and growth in academics.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant Lecturer**, Grade – M8. Annexure-2 provides details of benefits and compensation package.

Your date of joining will be 9th November 2022. Kindly confirm your acceptance of this offer by signing Annexure-1 and send your signed acceptance letter to HR Department at Corporate Office by post, (detailed address is mentioned at the end of this letter) within 5 days of receipt. In case we do not receive your acceptance of this offer within 5 days, this offer would be liable to lapse at the discretion of AESL.

After we receive acceptance of this offer letter, we would send an email indicating the details of your joining & training. You will also be issued a letter of appointment at the time of joining after completing joining formalities as per Company policy.

Page 1 of 3



WESTERN HEAT & FORGE

Ref: WHFPL/HRD/63/2022

To,
Mr. Rohan Arya
Shahpur Bujurg, Rajua Dargah
Uruwa, Gorkhpur,
Uttarpradesh, 273407

Sept. 02, 2022

Dear Mr. Rohan,

OFFER LETTER

With reference to your application and subsequent interview you had with us on **September 02 2022**, we are pleased to offer you a position of "**Trainee Engineer**" in the department of "**MQC**" in our organization at **Unit - I (Bhosari)**. Your gross emoluments will be as agreed. The break-up will be done subsequently and formal Appointment Letter will be issued to you after the time of your joining.

You are requested to join the duties on or before **September 12, 2022**. Thereafter this offer would lapse, unless revalidated by the Management.

Please bring the following documents in original and copy for our record -


1. Proof of Date of Birth - School leaving certificate / Passport.
2. Present employer CTC structure duly certified.
3. Proof of residence - Ration card / Electricity bill (Present & Permanent Residence).
4. Identity Proof - PAN card and Aadhar card.
5. Copy of resignation, relieving letter, Experience certificate.
6. Three recent passport sizes colored photos.
7. Qualification / Additional Qualification certificates.
8. Account details (Cancel Cheque / Passbook) - SBI / HDFC Bank

Also, you are requested to forward us a copy of the resignation letter submitted to your present employer for our confirmation within 7 days from this offer.

Please sign and return duplicate copy of this letter in token of having accepted the same.

Thanking You,
Yours faithfully,

For **WESTERN HEAT AND FORGE PVT. LTD.**


Vishal R. Dahapute
Dy. General Manager - HR & ER

I accept the offer and I will be joining
Signature

- ISO 9001:2015 • IATF 16949:2016 • ISO 14001:2015 • ISO 45001:2018
- PED • NABL Accredited LAB

Western Heat & Forge Pvt. Ltd.

Registered Office : J-2, J-3 'S' Block, MIDC, Telco Road, Bhosari, Pune - 411026, India

Tel.: +91 20 6635 9200 | Fax.: +91 20 2712 0410 | www.WesternHeatForge.com

CIN No. U28910PN1988PTC049615

Offer letter of Jaya Yadav

External

Inbox



NGA-SCE IC Kanpur1 <ickanpur1@nmims.edu>

Mon, Jun 13, 11:37
AM (8 days ago)

to me

Dear Jaya Yadav

I am delighted & excited to welcome you to NMIMS as a Management Trainee for the period of 3 months during training period you will be paid stipend of Rs 8000/ fixed plus incentive. At NMIMS AEP, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly experience with NMIMS.

Your appointment will be governed by the terms and conditions presented at the time of joining.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also please revert to confirm your joining.

Congratulations!

RP Singh
Centre Head
NMIMS Kanpur

Offer letter of Shraddha Dwivedi MBA

External
Inbox



NGA-SCE IC Kanpur1 <ickanpur1@nmims.edu>

Mon, Jun 13, 11:35
AM (8 days ago)

to me

Dear Shraddha Dwivedi

I am delighted & excited to welcome you to NMIMS as a Management Trainee for the period of 3 months during training period you will be paid stipend of Rs 8000/ fixed plus incentive. At NMIMS AEP, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly experience with NMIMS.

Your appointment will be governed by the terms and conditions presented at the time of joining.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also please revert to confirm your joining.

Congratulations!

RP Singh
Centre Head
NMIMS Kanpur

Mount Talent

From: Pratiksha Singh <pratiksha@mounttalent.com>
Sent: Tuesday, July 26, 2022 11:12 AM
To: Sushma Sharma <sushma.sharma@mounttalent.com>
Subject: Re: Student CV's and Excel sheet for kind consideration, Placement Cell CSJM University

Dear Ma'am

There are 3 students who are shortlisted, however, these students have their exams till 26th July.

So, we will coordinate with them today for joining, also these shortlisted candidates will work from office for recruiter role. These candidates will join us from 1st of August.

Details are as follows:

Rishiv Singh - 15 K

Kanika Das - 15 K

Divya Tiwari - 15K

Thanks & Regards

Pratiksha Singh

Team HR



Shweta Singh

Jul 29, 2022, 5:43 PM (8 days ago)

to me

Dear Team,
Greetings!!

Hope you are doing well!

We are pleased to inform you that we have found the quality of the students as per the standards of the organisation. Looking forward to have them on board with us.

Kshama rathour	9336487293	kshamarathour0404175@gmail.com
Priyanshu Kanaujiya	9161263408	priyanshuknj88@gmail.com
Suryansh Dvivedi	9170919080	suryanshdwivedi0@gmail.com
Aryan	7900541143	aryansengar569@gmail.com
Anubhavi Kumari	7275435584	textilenift310@gmail.com
Anamika shukla	9621253018	anamika09621@gmail.com
Shivani Mishra	7860435349	shivanimishra564@gmail.com
Anupriya	9870884865	annu190299@gmail.com
Ankita kushwaha	8601161144	siasmarty55@gmail.com
Kartikay Mishra	9453982100	kartikay18mishra@gmail.com
Vikas Yadav	8423446874	vikasyadav842344@gmail.com
Pranil Singh	7905862505	spranil444@gmail.com
Abhijeet Singh	9838502913	abhijeetraiput123456@gmail.com
Neeraj Bahrani	7905103787	neeru77.nb@gmail.com
Shivam Arora	7275097112	arora67shivam@gmail.com
Mahi kushwaha	7570035444	mahiankita70688@gmail.com
Anuj dwivedi	7408797138	anujdwivedi988901@gmail.com
Vivek Mishra	8840108143	vivekmishra9660@gmail.com
Puja Gupta	7054070859	guptapg166@gmail.com
Ashutosh Singh	8299628832	ashutoshsingh25sep2001@gmail.com
Umar Khursheed Ansari	7380525979	umaransari73805@gmail.com
Praveen Awasthi	8188040205	praveenawasthi04072002@gmail.com
Jagriti Agnihotri	7860122507	jagritiagni387knp@gmail.com

Sonali Tripathi	8127460275	sonalitripathi.984@gmail.com
Akriti Kushwaha	8318655027	akritik2606@gmail.com
Harshita Sharma	8707021264	harshitasharma0304355@gmail.com
Mohd Akib Ansari	6392051987	Ansariakib1999ak@gmail.com
Ashu Tiwari	9219460533	prachitiwari172001@gmail.com
Siddhant Mishra	8423456707	siddhantrajmishra012@gmail.com
Kritika Kamal	9569256906	kritikakamal1812@gmail.com
Ravi Kashyap	6393288326	rk.ksp1572000@gmail.com
Saksham Sonker	6386413149	dev28ansh@gmail.com
Ayushi Bajpai	6393033798	ayushibajpai1709@gmail.com
Mansi Rathore	8931922055	Rathoremansi003@gmail.com
Simmone Bhattacharya	8318210624	simmonebhatta2000@gmail.com
Ratna Singh Chauhan	7985080618	ratna1213ratna@gmail.com
Shwetank Singh Bhadauria	6307938520	shwetanksinghbhadauria00@gmail.com
Suraj Singh	6388048419	Surajrajawat9999@gmail.com
Sanjeet Yadav	9044603656	yadavsanjeet24397@gmail.com
Aditya Prajapati	8896284845	aditya.1999007@gmail.com
Ankit Mishra	9026053875	ankitmishra3701@gmail.com

Please ask the selected students to send the below mentioned documents so that we can generate their appointment letter.

- Updated CV
- Passport Size Photograph
- Govt. ID Proof
- College ID Proof

Thanks & Regards

Shweta Singh (HR Manager) AIM India Group

Contact : 8287009484

Digitally: hr@aimincorp.com Website: www.aimincorp.com

Corporate Office: 1208, 12th floor, RG Trade Tower,

Netaji Subhash Place,

Pitampura, New Delhi-110034.

Mindlabz Media Tech Pvt. Ltd.

Selected students for Internship.

External

Inbox



aldridge@mindlabztech.in

Tue, Jul 26, 12:57
PM (10 days ago)

to me, Vicky, Achala

Dear Placement Cell

Greetings from Mindlabz Media Tech Pvt Ltd

Attached herewith is the list of selected candidates for internship at Mindlabz.

Kindly ask the selected candidates to join this Whatsapp training group:
<https://chat.whatsapp.com/G5EQ2mi8CORFgDpg437Lp1>

Thanks & Regard's
Aldridge
HR Executive
aldridge@mindlabztech.in
Cell: +91-977-465-9388

Names	Profile selected
Anamika	HR
Anubhavi	HR
Simmone	HR
Aditya	Marketing
Abhijeet	HR
Aryan	Marketing
Rakshita	HR
Pranil	Marketing
Roshni	HR
Vikash	HR
Divyanshu	Marketing
Anubhav	Marketing
Harshit Katyar	Marketing
Vikran	Marketing

Fwd: Confirmation of summer training

Inbox



Tpo Csjmu Saurabh Gupta

16:11 (1
minute ago)

to me .

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

From: HR <hr@adventz.zuarimoney.com>

Date: Mon, 8 Aug, 2022, 12:37 pm

Subject: Confirmation of summer training

To: <tpo@csjmu.ac.in>

Cc: Mukesh Verma <MukeshV@adventz.com>, Abhishek Dixit
<abhjshekd@adventz.zuarimoney.com>

Dear Sir/ Ma'am,

Please find the summer training confirmation letters attached of 03 students, names are mentioned below:

1. APOORV TIWARI
2. AKHIL YADAV
3. ANKIT MISHRA

Regards,
Team - Human Resources

ZUARI FINSERV LIMITED

Zuari House, Plot No. 2, Community Centre Zamrudpur, Kailash
Colony, New Delhi.110048,
Tel: Board No. 011-46474000

www.zuarimoney.com

Our Values : Agility | Customer First | Integrity | Sustainability

08/08/2022

Apoorv Tiwari
School of Business Management
C.S.J.M. University, Kanpur

Subject: Summer Training

Dear Apoorv,

In reference to your application we would like to congratulate you on being selected for internship (as part of curriculum) with **Zuari Finserv Limited** based at **New Delhi**. Your training is scheduled to start effective **01st August, 2022** for a period of Six weeks. All of us at **Zuari Finserv Limited** are excited that you will be joining our team!

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

The project details and technical platform will be shared with you on or before commencement of training.


You should report for training at the following address:

Zuari Finserv Limited
302-303, 3rd Floor, 15/63 Krishna Tower,
Civil Lines, Kanpur, Uttar Pradesh- 208001

Contact Person: Mr. Abhishek Dixit

Again, congratulations and we look forward to working with you.

Yours sincerely,
For **Zuari Finserv Limited**


Mukesh Verma
Head- HR & Admin



ZUARI FINSERV LIMITED

Corporate Office: Plot No. 2, Zamrudpur Community Centre, Kailash Colony Extension, New Delhi-110048, India.
Tel: +91-11-46474000, Fax: +91-11-41608276, Email: zfl@adventz.zuarimoney.com, Website: www.zuarimoney.com
CIN: U45400GA2013PLC007383, Registered Office: Jai kisaan Bhawan, Zuarinagar, Goa – 403726, India.

08/08/2022

Akhil Yadav
School of Business Management
C.S.J.M. University, Kanpur

Subject: Summer Training

Dear Akhil,

In reference to your application we would like to congratulate you on being selected for internship (as part of curriculum) with **Zuari Finserv Limited** based at **New Delhi**. Your training is scheduled to start effective **27th July, 2022** for a period of Six weeks. All of us at **Zuari Finserv Limited** are excited that you will be joining our team!

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

The project details and technical platform will be shared with you on or before commencement of training.

You should report for training at the following address:

Zuari Finserv Limited
302-303, 3rd Floor, 15/63 Krishna Tower,
Civil Lines, Kanpur, Uttar Pradesh- 208001

Contact Person: Mr. Abhishek Dixit

Again, congratulations and we look forward to working with you.

Yours sincerely,
For **Zuari Finserv Limited**


Mukesh Verma
Head- HR & Admin



ZUARI FINSERV LIMITED

Corporate Office: Plot No. 2, Zamrudpur Community Centre, Kailash Colony Extension, New Delhi-110048, India.
Tel: +91-11-46474000, Fax: +91-11-41608276, Email: zfl@adventz.zuarimoney.com, Website: www.zuarimoney.com
CIN: U45400GA2013PLC007383, Registered Office: Jai kisaan Bhawan, Zuarinagar, Goa – 403726, India.

08/08/2022

Ankit Mishra
School of Business Management
C.S.J.M. University, Kanpur

Subject: Summer Training

Dear Ankit,

In reference to your application we would like to congratulate you on being selected for internship (as part of curriculum) with **Zuari Finserv Limited** based at **New Delhi**. Your training is scheduled to start effective **27th July, 2022** for a period of Six weeks. All of us at **Zuari Finserv Limited** are excited that you will be joining our team!

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

The project details and technical platform will be shared with you on or before commencement of training.


You should report for training at the following address:

Zuari Finserv Limited
302-303, 3rd Floor, 15/63 Krishna Tower,
Civil Lines, Kanpur, Uttar Pradesh- 208001

Contact Person: Mr. Abhishek Dixit

Again, congratulations and we look forward to working with you.

Yours sincerely,
For **Zuari Finserv Limited**


Mukesh Verma
Head- HR & Admin



ZUARİ FINSERV LIMITED

Corporate Office: Plot No. 2, Zamrudpur Community Centre, Kailash Colony Extension, New Delhi-110048, India.
Tel: +91-11-46474000, Fax: +91-11-41608276, Email: zfl@adventz.zuarimoney.com, Website: www.zuarimoney.com
CIN: U45400GA2013PLC007383, Registered Office: Jai kisaan Bhawan, Zuarinagar, Goa – 403726, India.

To,

Training & Placement Officer
CSJM University, Kanpur

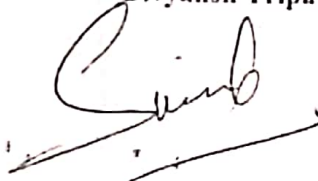
Sub.: Students Selection Confirmation Letter

Dear Saurabh Ji,

Please Refer to the Campus interviews conducted on 23-08-2022 at Placement Cell, C-PAIR CSJM University, Kanpur. We are pleased to announce that we have selected 06 Students from your university.

Name and Branch mention below-

• Almoon Habeeb	MBA	Noida
• Riya Trivedi	BBA	Noida
• Ayushi Gupta	BCA	Noida
• Mohd Owais Ansari	BCA	UP
• Sachin Verma	BCA	UP
• Divyansh Tripathi	BCA	Noida


Dr. Sudhir Gaur
Associate Vice President
Vserv Infosystems Pvt. Ltd.

Tpo Csjmu Saurabh Gupta
to me

11:59 (9 minutes ago)

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

From: Pansy Khajuria <pansy.khajuria@insploreconsultants.com>
Date: Fri, 26 Aug, 2022, 5:35 pm
Subject: SELECTIONS-INSPLORE CONSULTANTS
To: Tpo Csjmu Saurabh Gupta <tpo@csjmu.ac.in>
Cc: <hr@insploreconsultants.com>

Dear Saurabh,

Greetings!! Hope you are doing well!

We are pleased to inform you that we have found the quality of the students as per the standards of the organisation. Looking forward to have them on board with us.

Please find below the **list of students** who have been **selected** for **INTERNSHIP** with us. Kindly share the Date of Joining with us so as to release their offer letters to generate their offer letter.

Shreya yadav
Harshita Sharma
Suryansh Dvivedi
Mohd arafat
Money bajpai
Vinod Yadav
Neeraj Bahrani
Shivam kumar
Kuldeep Gautam
Shivam arora

Kindly ask the selected students to send the below mentioned documents so that we can generate their appointment letter.

To,

Training & Placement Officer
CSJM University, Kanpur

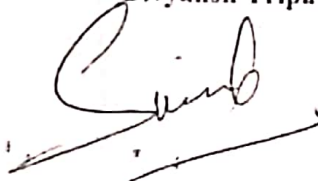
Sub.: Students Selection Confirmation Letter

Dear Saurabh Ji,

Please Refer to the Campus interviews conducted on 23-08-2022 at Placement Cell, C-PAIR CSJM University, Kanpur. We are pleased to announce that we have selected 06 Students from your university.

Name and Branch mention below-

• Almoon Habeeb	MBA	Noida
• Riya Trivedi	BBA	Noida
• Ayushi Gupta	BCA	Noida
• Mohd Owais Ansari	BCA	UP
• Sachin Verma	BCA	UP
• Divyansh Tripathi	BCA	Noida


Dr. Sudhir Gaur
Associate Vice President
Vserv Infosystems Pvt. Ltd.

Offer letter of Harsh Saini

External
Inbox

NGA-SCE IC Kanpur1 <ickanpur1@nmims.edu>

Mon, Jun 13, 3:23 PM
(8 days ago)

to harshsaini9198@gmail.com, me

Dear Harsh Saini

I am delighted & excited to welcome you to NMIMS as a Management Trainee for the period of 3 months during training period you will be paid stipend of Rs 8000/ fixed plus incentive. At NMIMS AEP, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly experience with NMIMS.

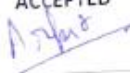
Your appointment will be governed by the terms and conditions presented at the time of joining.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also please revert to confirm your joining.

Congratulattulations!

RP Singh
Centre Head

NMIMS Kanpur

COMPENSATION PLAN	
NAME:	Arpit Kumar
DESIGNATION:	Sampark Young Leader
Particulars	Amount (Rs)
Basic Salary	11000
HRA	3500
Total (A)	14500
Employers' Contribution	
ESI - Employer contribution (3.25% of monthly)	471
PF Employer contribution	1320
Mediclaime	900
Total (B)	2691
Cost to the Company (A+B)	17191
Less: Deduction	
ESI-Employee contribution (0.75% of monthly)	109
PF Employee contribution	1320
Total (C)	1429
Annual Compensation	206292
Cost of your training	25000
<p>1. All salary components are governed by the company policies and statutory guidelines. 2. This salary sheet is strictly confidential and must not be discussed with anyone other than your Reporting Manager. 3. Any personal tax liability arising out of compensation will be borne solely by the employee. 4. Gratuity to be payable as per Act. 5. Basic salary also includes Bike and Telephone Allowance.</p>	
<p>ACCEPTED </p>	<p>AUTHORIZED SIGNATORY</p>



(श्री ब्रह्मावर्त सनातन धर्म महामण्डल द्वारा संचालित)
बी० एन० एस० डी० शिक्षा निकेतन इण्टर कालेज
बेनाझाबर, कानपुर-2

(P) 2545491, 2541844, 8874209091, Fax 0512-2557881, web site- www.bnasdn.in, E-Mail bnasdn.kanpur@gmail.com

पत्रांक

दिनांक 24.03.2022

सेवा में,
श्री आशीष कुमार मौर्या
327 सिविल लाइन्स
उन्नाव उ०प्र०
मो० नं० 9336229913

महोदय,

आपको सूचित किया जाता है कि आचार्य नियमावली के अन्तर्गत विद्यालय में सामाजिक विज्ञान विषय के अध्यापन हेतु सहायक अध्यापक के पद पर आपकी पुनः अस्थाई नियुक्ति दिनांक 01.04.2022 से दिनांक 31.03.2023 तक की अवधि के लिये रूपये 25,000=00 (पच्चीस हजार मात्र) मासिक वेतन (मंहगाई भत्ते सहित) पर की जाती है।

भवदीय

(Handwritten Signature)

(आदित्य शंकर बाजपेई)

संज्ञा एवं प्रबन्धक

बी० एन० एस० डी० शिक्षा निकेतन
इण्टर कालेज, बेनाझाबर, कानपुर



छत्रपति शाहू जी महाराज विश्वविद्यालय कानपुर
Chhatrapati Shahu Ji Maharaj University, Kanpur



PhD Registration Form C.S.J.M (23)

Application No	PHD202300000733
Student Name	DEEKSHA KUSHWAHA
Father's Name	SHYAM LAL KUSHWAHA
Mother's Name	MEERA KUSHWAHA
Aadhar No	
PAN No	JCGPK6847A
Address	K2/1 POLICE FIRE STATION MEERPUR CANTT-208004
Mobile No	8810903228
Email ID	DEEKSHAK2000@GMAIL.COM
Religion	Hinduism
Gender	Female
Category	OBC
Date of Birth	05 Feb 2000
Research Detail	
Field	Life Long Learning and Extension (Social Work)
Under scheme	



Deeksha Kushwaha



Previous Education Information

No Qualification Filled

Applicant's Payment Information

Payment ID	Payment Status	Amount (Rs)	MIS NO
611A4F58BB4B45C6849F	SUCCESS	35000	PHD202300000733_REG_23

To,

Mr. Himanshu Bakshi

Subject: Joining letter for Community Health Worker

Dear Himanshu Bakshi,

We are pleased to offer you employment in our Organization **Kannika Hospital Pvt. Ltd** in the capacity of the **Community Health Worker (CHW)** in our project **AMRITA DRISHTI URBAN EYE HEALTH** supported by **SIGHTSAVERS INDIA** and **STANDARD CHARTERED BANK**.

Your Date of Joining will be 27-04-2022. You will be Appointed as **CHW** in our **Amrita Drishti Vision Center, Kalyanpur**. Your salary will be **INR 8000 (+ Travel) per month** inclusive of all benefits. Please sign on the duplicate copy of this letter as an evidence of your acceptance.

We are pleased to have you on-board!



PRANJAL PRAKASH TRIPATHI

District Project Coordinator
Amrita Drishti Urban Eye Health Program
Kannika Hospital Pvt. Ltd.

COMPENSATION PLAN	
NAME:	Nishant Shukla
DESIGNATION:	Sampark Young Leader
Particulars	Amount (Rs)
Basic Salary	11000
HRA	3500
Total (A)	14500
Employers' Contribution	
ESI - Employer contribution (3.25% of monthly)	471
PF Employer contribution	1320
Mediclaim	900
Total (B)	2691
Cost to the Company (A+B)	17191
Less: Deduction	
ESI-Employee contribution (0.75% of monthly)	109
PF Employee contribution	1320
Total (C)	1429
Annual Compensation	206292
Cost of your training	25000
<ol style="list-style-type: none"> 1. All salary components are governed by the company policies and statutory guidelines. 2. This salary sheet is strictly confidential and must not be discussed with anyone other than your Reporting Manager. 3. Any personal tax liability arising out of compensation will be borne solely by the employee. 4. Gratuity to be payable as per Act. 5. Basic salary also includes Bike and Telephone Allowance 	



Anurag Healthcare Private Limited

An ISO 9001-2008 Certified Hospital
(Health for Every one)

117/Q/702-A, SHARDA NAGAR, KANPUR

TEL. No. : 0512-2584480, 9889538233, 7880306999 TPA Desk - 7081073333

✉ anuraghealthcare702@gmail.com 🌐 www.anuraghealthcare.org

15/06/2022

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Mr. Piyush Bajpai S/o Sh. Arun Shanker Bajpai R/o 104/239-b Old Sisamau, P-Road, Kanpur, Employed in our Organization Designation as Corporate Head Manager.

His Behavior is Cooperative and efficiency of work is good.

HR Manager

Anurag Health Care Pvt Ltd





उत्कर्ष अकादमी
UTKARSH ACADEMY


UTKARSH ACADEMY PRIVATE LIMITED
112/206, Swaroop Nagar, Kanpur-208002 (India)
Ph. : 91-512- 2526357, 2550581, 3217050
Fax : 91-512-2550581 E-mail : utkarshacademy@gmail.com
• Regd. No. • Pan : AAACU9673N

CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Miss Prasoon Dixit D/o Shri S.K. Dixit is
Teaching in SSC Batches of UTKARSH ACADEMY Kanpur.

Date. 14.06.2022


Authorised Signatory
for Utkarsh Academy Pvt. Ltd.



Date: 04 June-2022

To,

Mr. Rishabh Awasthi
912 Dwivedi Nagar Galla Mandi,
Naubasta
KANPUR

Dear Mr. Rishabh

Congratulations!

We are pleased to extend you an offer of employment as "Executive-Marketing department at our Rama Medical College, Hospital and Research Centre, with Rama Group, to be based out of Mandhana, Kanpur. The remuneration is offered for the position is Rs. 14000/-per month. This offer is subject to your acceptance of Terms and Conditions which have been mutually discussed and agreed upon.

You are expected to join us on or before 6th June, 2022. On your joining day, please submit all the documents as given below:

Your appointment will be effective with us only after producing all relevant documents as per the list. All terms and conditions of your employment will be in accordance with the Rama Group Corporate Policy.

Please revert your acceptance with copy of resignation within a day's from issuing of this offer letter otherwise this offer letter will be considered as void.

List of Documents:

- 1 Your school- leaving certificate for proof of date of birth.
- 2 Copies of all degree certificates or course completion certificates.
- 3 Eight Passport sized (front facing) photographs.
- 4 Relieving letter from your previous employer (If applicable).
- 5 Experience letters from the all the organizations you have worked with in the past.
- 6 2 Copies of PAN and Aadhar Card.
- 7 Copy of Passport/ Driving License/ Electoral Card etc.
- 8 Form 16 from your previous employer or last salary slips.
- 9 Cancelled Cheque of your current account in use.

We are certain that you will find a career with us to be both challenging and rewarding. We welcome you to our Organization and look forward to be a member of our family. Please sign the duplicate copy and send it back to us.

For Rama Group

Dept. of Human Recourse

📍 Rama City, G.T. Road, Mandhana, Kanpur (UP) - 209 217

☎ 7310473105 ✉ info.mnd@ramahospital.com 🌐 www.ramahospital.com

Annexure – A

Datacore Technologies Private Limited

Name - Ritesh Bajpai

Designation - Counselor

Statement of Salary

Earnings	Rs.	Deductions	Rs.
Basic	11000	PF	1,800
HRA	3300	ESIC	0
PS Bonus	874	PT	200
Onsite Allowance	6826		
Gross - Total Earnings (**)	22,000	Total Deductions	2,000
Net Pay	20,000		
Employer PF	1,800		
Employer ESIC	0		
Total Employer Contribution	1,800		
Monthly CTC	23,800		
Annual CTC	2,85,600		

Lifecare
Innovations
Innovating solutions for life

Manufacturer of Life Saving Drugs



Ritika Shukla

Business Development Manager



Lifecare Innovations Pvt. Ltd.

A-13, Iris Tech Park, Sector-48, Sohna Road
Gurgaon, HR-122018 (INDIA)

Tel.: +91 -124 - 4041932

E-mail: info@lifecareinnovations.com

Web: www.lifecareinnovations.com

Ref No: SBI/YFI/2022-23/202203700

Date: 18/08/2022

To,
Mr./Ms./Mx. Shriya Saraswat,
Registered Contact Number: 8564802988
Registered Email ID: shriyasaraswatsw@gmail.com

Dear Candidate,

We are pleased to inform you that you have been selected as a Fellow for the **October Cohort** of the SBI Youth for India Fellowship (2022-23 Batch). The fellowship is being offered to you on the following terms & conditions:

Period of Fellowship:

- The fellowship will be for a period of 13 months with effect from 03rd October, 2022.

Financial & Other Support:

- You will receive a stipend of Rs. 15,000/- (Rupees Fifteen Thousand only) per month for the Fellowship period.
- You will receive a local transport allowance of Rs. 1,000/- (Rupees One Thousand only) per month for the Fellowship period.
- You will receive a project support allowance of Rs. 1,000/- (Rupees One Thousand only) per month for the Fellowship period.
- You will be provided hospitalization cover under a group insurance policy.
- You will receive a readjustment allowance of Rs 60,000/- (Rupees Sixty Thousand only) upon successful and satisfactory completion of the fellowship and based on adherence to the code of conduct as applicable to the SBI Youth for India Fellowship.
- You would also be provided with additional support subject to availability & need:
 - a) Mentorship & Counseling
 - b) Language support
 - c) Funding Support (for selected successful pilot projects)



कल्प-हमीरपुर

स्वच्छ भारत मिशन (ग्रामीण)

जनपद- हमीरपुर

परिचय-पत्र

नाम- सैय्यद अब्दुल्ला अली
पद नाम - कम्प्यूटर आपरेटर (वाररुम)
कार्यालय- जिला पंचायत राज अधिकारी,
विकास भवन, कुछेछा, हमीरपुर
पिन कोड- 210301(उ0प्र0)
मो0 नं0- 8960726669



कर्मचारी कर्मी
केन्द्रित एवं कार्यकारी कर्मचारी
भारत सरकार



हस्ताक्षर

जिला पंचायत राज अधिकारी,
जनपद- हमीरपुर

KANTAR
Operations

301, 2nd Floor, Cross Road Plaza
Badsaha Nagar, Faizabad Road
Lucknow 226006
Tel :- 91-0522-4038500

This is to certify that
Mr./Mrs. VINFET KUMAR
has registered with us as a freelance supplier for conducting
interviews and collecting data.

He/She has been authorized to collect Market Research
data by KANTAR operations a specialist unit KANTAR
IMRB as per Project Specific Assignment Letter



171262991

Sr. No.: / / 20 20 Fieldwork Location ALLAHABAD

Date of Issue : 07 / 01 / 20 20 Card Holder Sign : Vinfet Kumar

Valid till : 07 / 12 / 2022 Authorized Signatory : Ritesh

कार्यालय , प्रखंड पंचायती राज पदाधिकारी, पोठिया, (किशनगंज)



नियुक्ति-पत्र

उप सचिव शिक्षा विभाग , बिहार सरकार ,पटना का ज्ञापांक -7/वि.विध-25/2019-864, दिनांक-05.0.2019 गैलोक में बिहार पंचायत प्रारंभिक शिक्षक (नियोजन एवं सेवा शर्त) नियमावली 2012 (यथा संशोधित) के तहत वर्ष 2019-2020 में राज्य के प्रारंभिक विद्यालयों में शिक्षक के पद पर नियुक्ति हेतु विज्ञापित पदों के विरुद्ध प्रारंभिक विद्यालय के शिक्षक के रूप में अंतिम मेधा सूची में अंकित प्रशिक्षित अभ्यर्थी का चयन निर्धारित कौंसिलिंग के आधार पर नियुक्ति हेतु किया गया है। शिक्षक के पद पर यह नियुक्ति पूर्णतः औपबधिक होगी। अतः निम्नलिखित अभ्यर्थी , यदि शिक्षक के पद पर नियुक्त होना चाहते हों तो 30 दिनों के अंदर पदस्थापन के विद्यालय में योगदान देना सुनिश्चित करें , अन्यथा संबंधित अभ्यर्थी का दावा स्वतः समाप्त हो जायेगा।

क्र० सं०	अभ्यर्थी का नाम	पिता का नाम	स्थायी पता	मेधा सूची क्रमांक	श्रेणी	जन्म तिथि	ग्रेड - वेतनिक / स्नातक	पदास्थापित विद्यालय का नाम
1	अमित कुमार (जाति कोटि:-EWS)	देव कुमार मिश्रा	ग्राम:-फुलपुर पो०:-चकसिकंदर थाना:-बिदुपुर जिला:-वैशाली (बिहार), 844115	2186 2183	EWS	07-01-1990	ग्रेड - वेतनिक / स्नातक	म०वि०सोहागीडांगी प्रखण्ड:- पोठिया

शर्त:-

1. संबंधित अभ्यर्थी विद्यालय में योगदान देने के समय सभी शैक्षणिक / प्रशैक्षणिक प्रमाण-पत्र BETET/CTET Result Card की स्वअभिप्रमाणित छायाप्रति प्रधानाध्यापक / प्रधान शिक्षक के समक्ष प्रस्तुत करेंगे। साथ ही प्रमाणपत्रों आदि की सत्यता के संबंध में कार्यपालक दण्डाधिकारी के समक्ष लिया गया शपथ-पत्र विहित प्रपत्र में (बिहित प्रपत्र प्रारूप संलग्न) प्रधानाध्यापक / प्रधान शिक्षक को अनिवार्य रूप से उपलब्ध करवायेंगे।
2. योगदान के समय अभ्यर्थियों को असीनिक शल्य चिकित्सक-सह- मुख्य चिकित्सा पदाधिकारी द्वारा निर्गत स्वास्थ्य प्रमाण-पत्र प्रस्तुत करना आवश्यक होगा।
3. योगदान के समय अभ्यर्थियों को दहेज नहीं लेने एवं देने संबंधी घोषणा-पत्र प्रस्तुत करना आवश्यक होगा।
4. प्रमाण-पत्र जाली/अन्तर्लेपन/गलत पाये जाने की स्थिति में नियोजन पदाधिकारी के द्वारा नियुक्ति रद्द कर दी जाएगी और आवश्यक कानूनी कार्रवाई की जाएगी।
5. संबंधित विद्यालय के प्रधान शिक्षक/ प्रधानाध्यापक नियोजन इकाई से संबंधित अभ्यर्थी के नियुक्ति पत्र का सत्यापन कराने के उपरांत ही योगदान स्वीकृत करेंगे।
6. उक्त नियमावली एवं समय-समय पर इस निमित्त अधिसूचित नियमावली में वर्णित सेवा-शर्त संबंधित नवनि्युक्त शिक्षकों पर प्रभावी होगा।

सचिव

प्रखण्ड शिक्षक नियोजन इकाई,
पोठिया, जिला:- किशनगंज

ज्ञापांक- 86 - कैम्प - म०वि० खगडा, किशनगंज/ दिनांक- 23/02/2022

प्रतिलिपि :- संबंधित नवनि्युक्त शिक्षक को सूचनार्थ एवं अनुपालनार्थ प्रेषित।

प्रतिलिपि :- विद्यालय प्रधानाध्यापक को सूचनार्थ करते हुए कहना है कि नवनि्युक्त शिक्षक के योगदान की सूचना अधोहस्ताक्षरी कार्यालय एवं प्रखंड शिक्षा पदाधिकारी कार्यालय को अचूक रूप देना सुनिश्चित करें।

प्रतिलिपि :- संबंधित प्रखंड शिक्षा पदाधिकारी/ जिला कार्यक्रम पदाधिकारी(स्थापना), किशनगंज को सूचनार्थ एवं आवश्यक कार्रवाई समर्पित।

प्रतिलिपि :-जिला सूचना एवं विज्ञान पदाधिकारी किशनगंज को सूचनार्थ प्रेषित करते हुए अनुरोध करना है कि उक्त नियुक्ति आदेश को जिले के NIC के Website पर Upload कराना चाहेंगे।

23/02/2022
प्रखण्ड शिक्षक नियोजन इकाई,
पोठिया, जिला:- किशनगंज

Bihar School Examination Board, Patna




Bihar Elementary Teacher (Trained) Eligibility Test - 2017

(BETET)

RESULT CARD

S. No. 159436

Candidate's Name : AMIT KUMAR		
Father's Name : DEV KUMAR MISHRA		
Date of Birth : 07-01-1990		
Roll No. : 5301175201	Gender: MALE	
Category : GENERAL	PH: NO	
Applied For : PAPER- II		

Subject Offered

Paper	Language - 1	Language - 2	Optional Subject
Paper - I	XXXXX	XXXXX	XXXXX
Paper - II	HINDI	SANSKRIT	MATHS & SCIENCE

Detail of Marks

Paper	Full Marks	Marks Obtained	Marks Percentage (%)	Result
Paper - I	XXXXX	XXXXX	XXXXX	XXXXX
Paper - II	148	100	67.57	QUALIFIED



Mr. Lalabendu Mishra
Controller of Examination

03 MARCH 2018

MEMORANDUM

1. On the basis of the result of **Staff Selection Commission Examination 2019** for the post of Stenographer 'D', the Commander, Coast Guard Region (East) offers **Ms. Ankita Yadav, D/o Shri Deepesh Kumar Singh** the post of **Stenographer 'D' in Pay Level-4** in the Pay Matrix (Pre-revised PB-I, Rs.5200-20200/- with Grade Pay Rs.2400/-) at the O/o **The Commander, Headquarters Coast Guard Dist. No.5 (TN), Chennai - 600 001**. The appointee will also be entitled to draw dearness and other allowances at the rates as admissible and subject to the conditions laid down in the rules and orders governing the grant of such allowances in force from time to time.
2. The terms of appointment are as follows:-
 - (a) The appointment is temporary and will not confer any title to permanent appointment/employment.
 - (b) The appointment may be terminated at any time by a month's notice given by either side viz. the candidate or the appointing authority without assigning any reason. The appointing authority, however, reserves the right of terminating the services of the candidate forthwith or before the expiry of the stipulated period of notice by making payment of sum equivalent to the pay for the period of notice or the unexpired portion thereof.
 - (c) The appointment carries with it the **liability to serve in any part of India.**
 - (d) The candidate will be on probation for two years which may be extended or curtailed at the discretion of the appointing authority.
 - (e) Other conditions of service will be governed by the relevant rules and orders in force from time to time.
3. The appointment will be further subject to:-
 - (a) Production of the certificate of character in the prescribed format (enclosed) duly attested by a District Magistrate or a sub-divisional Magistrate.
 - (b) Submission of attestation form (enclosed in triplicate) duly completed in all respects, with latest passport size photograph pasted on it.

copies of the certificate in proof of age, caste, qualification & experience, etc., as applicable, may be forwarded to The Commander, Coast Guard Region (E), Near Napier Bridge, Chennai-600009 at the earliest for issuance of Provisional Appointment letter. If the said documents are not received within 30 days of issue of this memorandum, offer of appointment will be treated as cancelled.

(महेंद्र सिंह रावत / MS Rawat)
उप महानिरीक्षक/ Dy Inspector General
मु. स्टा. अधि. (का. व प्रशा.)/ CSO(P&A)
कृते कमांडर/for Commander
तटरक्षक क्षेत्र(पूर्व)/Coast Guard Region(E)

Enclosures: As above

To

Ms Ankita Yadav
D/o Shri Deepesh Kumar Singh
Naveen Basti Bharthana Road
Bidhuna Auraiya
Uttar Pradesh - 206 243

Copy to: -

महानिदेशक/The Director General
{कृते वरि. असे. स्टा. अधि(सी पी) /for SCSO(CP)}
त.र.मुख्या./Coast Guard Headquarters
ने.स्टे.परिसर/National Stadium Complex
नई दिल्ली/New Delhi - 110 001

तटरक्षक कमांडर/The Coast Guard Commander
{कृते मु. स्टा. अधि.(का. व प्रशा.)/for CSO(P&A)}
मुख्यालय, तटरक्षक पूर्वी समुद्रतट/ HQ CGES
डाक सँ./Post Box No. 7335,
मलकापुरम पोस्ट/Malkapuram PO
विशाखापत्तनम/Visakhapatnam - 530011

Contd../4

8:57

5 6084868532623901954 - Read-only

Read Only - You can't save changes to this f

ankita yadav 1/1

STATEMENT OF WORK (SOW) FOR THE PROJECT...

STATEMENT OF WORK (SOW) FOR THE PROJECT...

STATEMENT OF WORK (SOW) FOR THE PROJECT...

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	RATE	TOTAL
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

Ankita

Congratulation From IFR Solutions!

Inbox



Gauri Verma Yesterday

to me, Rohit ▾



Dear Shivanki,

Greetings From IFR Solutions!

We are pleased to inform you that you have been selected for the Position of 'Business Development Associate profile' in IFR Solutions based in Noida.

This is to confirm that your date of joining is from 12th September 2022(Monday).

Request you to Kindly report at the below mentioned address at 10:00 AM.

B-116, Block Sec-6, Noida-201301(Nearest Metro Station Noida Sector-15).

Also Share the soft copy of your documents mention below on the same mail.

1. Passport size Photograph
2. PAN card
3. Aadhar card
4. Academic Credentials
5. Cancel cheque or Pass Book

Dinesh Kumar

From Future Choice Club HR •
hr@futurechoiceclub.com

To anandsingh945588@gmail.com

Date 16 Jul 2022, 20:45

🔒 Standard encryption (TLS).
See security details

Dear Anand,
PFA the offer letter

Thanks & Regards,

DIVYA

HR DEPTT

Email – Id

:- hr@futurechoiceclub.com

**G-14, II nd Floor , Sector -
03, Gautam Buddh Nagar**

**Noida – 201301 , Contact no :-
7065328825, 011 - 4546038/4250389**

