

10:28

LTE



Anoop Kumar ▼ Assistant Executive



## ORGANISATIONAL INFORMATION

### Position Information



Effective as of: 10 May 2022

Position

Engineer Technology Transfer  
(50003661)

Time in Position

0 Years 0 Months 20 Days

### Organisation Information

Company

PI Industries Ltd. (PIIL)



Business Unit

CSM Agchem (30000004)

AA



nager10.successfactors.com



Mr. Devanshu Mishra  
N3/75 K-28 Rk Puram Colony  
Sunderpur  
Varanasi-221005  
India

Ph: +91-9454881840

Dear Devanshu,

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

Digital signature by Richard Lobo  
Date: 2021.09.24 19:35:47 IST  
Reason: Digitally Signed  
Location: Bangalore

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

HRD/1002052927/21-22

September 24, 2021

Mr. Devanshu Mishra  
N3/75 K-28 Rk Puram Colony  
Sunderpur  
Varanasi-221005  
India

Ph: +91-9454881840

Dear Devanshu,

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

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **30-Sep-2021**.

### **Location**

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

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

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

### **Training**

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

## Probation and Confirmation

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

## Leave

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

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

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

## Agreement

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

## Compensation and Benefits

### Salary

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

### Training Performance - linked Incentive

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

### **Ex - Gratia / Bonus**

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

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

### **Basket of Allowances (BOA)**

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

## Notice Period

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

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

## Background Checks

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

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

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

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

## Other Terms and Conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

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

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

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

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

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

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

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

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

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2021.09.24 19:35:47 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

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

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

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

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Mr. Devanshu Mishra</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary*	722			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>			
<b>4. INCENTIVE COMPONENTS</b>		<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
<b>TRAINING PERFORMANCE LINKED INCENTIVE (TPI)</b>		<b>1,250</b>	<b>2,500</b>	<b>5,000</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**Model Contract of Apprenticeship Training for Major/Minor\* Apprentices**

1. Name and Registered Address of Establishment with Telephone no. & E-mail address : SRF Ltd (E0416230009)  
: SRF Ltd Industrial Area Malanpur,Bhind, Madhya Pradesh  
: 0753-9283164  
: rajeev.narang@srf.com

2. (a) Name of Apprentice (Block Letters) : PRIYAM PATEL (A112158680)  
(b) Father's/Mother's /Spouse's Name : Prem kumar

3. Address of apprentice : 511 B Suresh Nagar thatipur Gwalior, Madhya Pradesh

4. Gender : Male

5. Date of Birth : 14-03-1999

6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : Yes  
(b) Name of the Category : Obc

7. Educational Qualification (Highest) : Graduate - B.tech Chemical engineering

8. (a) Category of Apprenticeship : Optional  
(b) Name of the trade for which Apprentice is training : GET

9. (a) Whether Basic Training is to be provided as part of Apprenticeship : No  
(b) If Basic Training is exempt – reason for exemption : Graduate  
(i) Name of the Course : From 2017-08-16 00:00:00 To 2021-08-30 00:00:00  
(ii) Duration of Training/Course : UIET CSJM University  
(iii) Name of the Institute : N/A  
(iv) Name of the Sector Skill Council (if applicable)

10. Apprenticeship Training duration (Total) : 4000 Hours  
(a) Duration of Basic Training : N/A  
Period of Basic Training : N/A  
(b) Duration of On-the-Job Training : 4000 Hours  
Period of On-the-Job Training : From 22-11-2021 to 13-08-2023  
(c) Training Type : Sequential

11. Training Location : Malanpur  
(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 : SRF Ltd Malanpur Bhind  
Madhya Pradesh

12. (a) Date of execution of contract : 30-11-2021  
(b) Age of Apprentice on the date of execution of contract : 22 years, 8 months and 12 days

13. Is the establishment opting for benefits under NAPS\*? : No  
\*If yes, Annexure 2 to this contract will also be applicable.

14. Monthly amount : 15500  
(a) During 1st year of training : N/A  
(b) During 2nd year of training



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 : Yes

(b) Name of TPA (if applicable) :

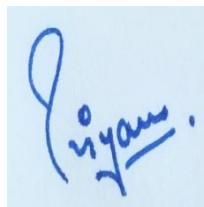
17. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI 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.

: CN112130604

(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)



Ms. Rakhi Katiyar  
Vill-Amauli Kurmiyan,  
Tehsil-Sikandra,, Post-Ursan  
Kanpur dehat-209301  
India

Ph: +91-9696805099

Dear Rakhi,

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: 2022.03.29 15:57:10 IST  
Reason: Digitally Signed  
Location: Bangalore

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

HRD/1002610799/21-22

March 29, 2022

Ms. Rakhi Katiyar  
Vill-Amauli Kurmiyan,  
Tehsil-Sikandra,, Post-Ursan  
Kanpur dehat-209301  
India

Ph: +91-9696805099

Dear Rakhi,

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

Here are the terms and conditions of our offer:

### **Definition**

The following terms shall have the following meanings for the purpose of this Offer of Employment ("Offer Letter" hereinafter).

**"Affiliates"** means any entity that controls, is controlled by, or is under common control with the Company.

**"Company"** refers to Infosys Limited.

**"Control"** means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

**"Training"** shall mean and include all the training that shall be imparted to you on joining the Company.

### **Joining**

Your scheduled date of joining the employment of the Company will be **11-Apr-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 Letter, hereby give your irrevocable consent to the above.

## Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

## Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

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

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

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## **Compensation and Benefits**

### **Salary**

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### **Performance- linked Incentive**

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

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

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

### **Basket of Allowances (BOA)**

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

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

## National Pension Scheme

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

## Insurance

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

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

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

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Notice Period

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

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

## **Background Checks**

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

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

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

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

## **Other Terms and Conditions**

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

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

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

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

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

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

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

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

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 full Name

\_\_\_\_\_  
Location

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.03.29 15:57:10 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

**ANNEXURE - I**  
 (Compensation during the first six months from the Date of Joining)

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

**ANNEXURE - II**  
 (Compensation post successful completion of six months)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Ms. Rakhi Katiyar</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary*	722			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>			
<b>4. INCENTIVE COMPONENTS</b>		<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
<b>TRAINING PERFORMANCE LINKED INCENTIVE (TPI)</b>		<b>1,250</b>	<b>2,500</b>	<b>5,000</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



# First Media Network Pvt Ltd

*Re: Employment Offer*

**Dear: Srijan Kumar**

On behalf of my company **First Media Network Private Limited**, I am pleased to extend to you this offer of employment as an **Operations and Social Media Manager**, reporting to **Siddharth Kr Singh** for **FirstSportz.com**.

If you accept this offer, you will begin working with the Website on **26th November 2022**.

**At the time of joining, you are required to submit the following Documents for our records:**

1. Original Certificates of Educational Qualifications & mark sheets together with one set of copies.
2. Photo id proof & Address proof (Pan Card / Driver's License / Passport / Aadhaar Card /Voter ID card).
3. Original Certificates of Experience together with one set of copies.

Original certificates will be returned to you after due verification while retaining the set of copies submitted by you for our records.

## **Responsibilities:**

- a) As per **Operations and Social Media Manager** role discussed by the company representative.

## **Leave Policy:**

- a) You shall be entitled to avail 2 days of emergency leaves in a month apart from the 4 weekly-offs in a month.
- b) Any leaves in excess of that detailed above will lead to deduction of salary in proportionate to leaves taken.
- c) The leave policy could be modified by the Company from time to time.

## **Payment & Tenure:**

- a) Your expected pay per month will be 15000/month (this amount may increase in the future months depending on the quality and quantity of the work you do for the website).
- b) Minimum Work Period: 3 months.

## **Termination:**

- a) Your services are liable to be terminated without any notice or salary in lieu thereof for reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any act of indiscipline or inefficiency during any time of your employment
- b) If you absent yourself without approved leave or remain absent beyond the period of leave originally granted, it shall be deemed you have voluntarily abandoned your employment without giving any notice unless you return to work within 4 days from the commencement of such absence and give an explanation to the satisfaction of the management regarding such absence.

## **Resignation:**

- a) If you wish to resign from the services of the organization, you will be required to give a notice of 15 days prior to resignation or pay in lieu thereof on confirmation of resignation.
- b) You will not be able to take more than 1 day of leave during the notice period, and all the leaves remaining stand cancelled.

## **Intellectual Property Rights and Confidentiality:**

- a) All Intellectual property rights including but not limited to Patents, Copyrights, Designs, and Trade Marks shall be deemed to be “Work Made for Hire”. The Management reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independent of the Management or in the event of violation of confidentiality obligations.
- b) During your employment, you may have access to trade secrets and confidential business information belonging to the website. You must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the company.

## **Acceptance:**

- a) By accepting this offer, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.
- b) This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

## **Also Note:**

- a) Breach of Terms and Conditions will be treated as gross violation and your services are liable to terminated without any notice period.
- b) You must return this letter “signed” back to the sender within 2 days of receiving it.

Yours Truly,

**Bhart Singh**

**Founder, FirstSportz.Com**

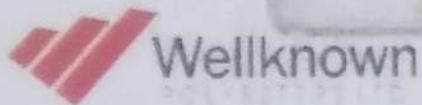
**Candidate Declaration-** I agree to abide by the terms and conditions mentioned in my letter, now in force and as may be amended from time to time and such provisions shall be deemed to have been incorporated into my terms of employment. I have no objection to give an undertaking or enter into a Service Contract that might be required now or during my Service in the Company.

# First Media Network

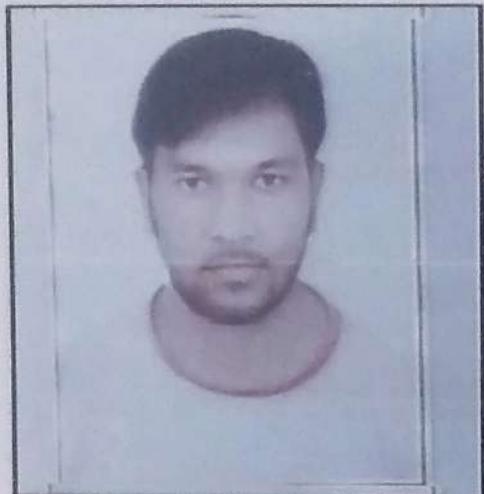
**Date:**

**Candidate Signature**

📍 Chowki number 2, Rewari, Haryana 123401  
✉️ info@firstsportz.com  
📞 +91 99534 83050



Plot No.210/3, 215, Dabhel Industrial Co-Op Society  
Limited, Village-Dabhel, Nani Daman, Daman-396210



Emp. Code : **WPLCP866**

Emp. Name : **Anoop Kumar Gautam**

Date Of Birth : **10-07-1997**

Blood Group : **B+**

Signature of Cardholder

*celly*

Signature of Issuing Authority

CN102130312

Model Contract of Apprenticeship Training for Major/Minor\* Apprentices

1. Name and Registered Address of Establishment

VITAL LABORATORIES PVT. LTD. (E101524004511)

with Telephone no. & E-mail address

2ND FLOOR, PLOT NO.48, SERVICE ROAD, WESTERN EXPRESS HIGHWAY, MUMBAI Mumbai, Maharashtra



: 0260-2424744  
: gmcecommercial@vitallab.com

2. (a) Name of Apprentice (Block Letters)  
(b) Father's/Mother's /Spouse's Name

: BHEEM YADAV (A1021111889)  
: Rambachan Yadav

3. Address of apprentice

Molanapur mafi, post - Unchagaon Dist -  
Azamgarh U.P. India Pincode - 276128, Azamgarh, Azamgarh, Uttar Pradesh

4. Gender

: Male

5. Date of Birth

: 19-08-1999

6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority  
(b) Name of the Category

: Yes  
: OBC

7. Educational Qualification (Highest)

: Graduate - BE

8. (a) Category of Apprenticeship  
(b) Name of the trade for which Apprentice is training

: Optional  
: Production Manufacturing Chemist - Life Sciences

9. (a) Whether Basic Training is to be provided as part of Apprenticeship  
(b) If Basic Training is exempt - reason for exemption  
(i) Name of the Course  
(ii) Duration of Training/Course  
(iii) Name of the Institute  
(iv) Name of the Sector Skill Council (if applicable)

: No  
: Graduate  
: From 2017-07-17 00:00:00 To 2021-08-10 00:00:00  
: CSJMU  
: N/A

10. Apprenticeship Training duration (Total)

: 1970 Hours

(a) Duration of Basic Training

: N/A

Period of Basic Training

: N/A

(b) Duration of On-the-Job Training

: 1970 Hours

Period of On-the-Job Training

: From 18-10-2021 to 17-10-2022

(c) Training Type

: Sequential

11. Apprenticeship Training Location

: VITAL LABORATORIES PVT LTD (PLANT-2)

(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

: VITAL LABORATORIES PVT. LTD.

: VITAL LABORATORIES PVT LTD (PLANT-2)

: Valsad

: Gujarat

12. (a) Date of execution of contract

: 16-10-2021

(b) Age of Apprentice on the date of execution of contract : 22 years, 1 months and 27 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

**ENTRY CARD**  
**KANPUR EDIBLES (P) LTD.**



**PRASHANT GUPTA**  
**HARISH KUMAR GUPTA**

---

1713  
9399018067



**COVALENT LABORATORIES PVT LTD**

**Admin Office:**H.No. 8-3-677/18, SKD Nagar,  
Yellareddyguda, Hyderabad- 500 073  
Ph:+91-40-49483333, Fax:+91-40-49483396



Name : Ravi Pratap Singh  
Emp.code : 22547  
Department : Production  
DOJ : 16/04/2022  
DOB : 12/07/1999  
Blood Group: O+

*[Signature]*  
Issuing Authority

**Factory:** Survey No.374, Gundla Machanoor Village,  
Hathnoor Mandal, Medak Dist-502 296.  
Ph:+91-040-49483211, Fax: +91-08455233620



## भारतीय प्रौद्योगिकी संस्थान कानपुर

Indian Institute of Technology Kanpur

अधिकारी अनुसंधान एवं विकास कार्यालय

DEAN OF RESEARCH & DEVELOPMENT (DORD) OFFICE

Ms. ROSHNI PANDEY  
DEPT OF CHE  
IIT KANPUR

NO. IITK/RD/AD/21948  
Date : 09/09/2021

Subject: Offer of Adhoc Appointment

Dear Ms. ROSHNI PANDEY

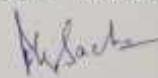
This is my pleasure to convey you that the Dean R&D has approved your appointment as PROJECT ASSOCIATE (Adhoc) in the project No: CON/SHELL/CHE/2018124 on a consolidated salary of Rs.19500/-per month in the salary range:18000-1500-45000 Consolidated, starting from 01-SEP-2021 to 28-FEB-2022. The appointment is purely on temporary and contractual basis for a period not exceeding six months and your services can be terminated at any time without notice and without assigning any reasons.

You will be entitled to 02 Casual Leaves for a period of three months. You will also be entitled to 2.5 Annual Leaves per month and 2.5 Medical Leaves without pay per month on production of a valid medical certificate. Unavailed Leaves if any, will expire after 28-FEB-2022 automatically.

If the offer of appointment is acceptable to you on the terms and conditions stated above, you are advised to report for duty to the Principal Investigator of the Project by 23-SEP-2021, failing which this offer of appointment shall automatically stand cancelled. Immediately upon joining your duties, you should send a joining report (Form 306) available at URL: <http://www.iitk.ac.in/dord/forms/306.pdf> duly forwarded by the Principal Investigator, to this office. A personal reference number of C17483 is being allotted to you for all correspondence with this office.

Please note that as per institute rules, The maximum length of service for a project employees in a project or several projects cannot exceed five years in the Institute.

Yours Sincerely,

  
Joint Registrar, R&D

cc : 1. Head of Department, CHE 2. R&D Accounts Section  
3. ID Cell for Issuing I-Card & Medical Booklet  
4. PI:NISHITH KUMAR VERMA,SHELL/CHE/2018124

Contact: +91-512-259

Project Management Cell	7178	Salary & Fellowship Management Cell	6576
Establishments Cell	7120	Purchases & Bills Management Cell	7392
Corporate Communications Cell	7374	Accounting & Cheque Cell	7564
Publication Cell	6406	Advances Management Cell	7343





## ALEMBIC PHARMACEUTICALS LIMITED

API Unit, Village Panelav, Near Baska, Tal. Halol,  
Dist. Panchmahal 389350  
Tel: +91-2676-304000, 305300, 304200



### Sandip Kumar

Employee No. : 22180  
Date of Birth : 25-Oct-98  
Date of Joining : 01-Mar-22  
Blood Group : B+  
Emergency No.: 9889636752

Employee's Signatory

  
Authorised Signatory



SHIKHAR AGARWAL



Employee Code : GET2561

Blood Group : AB+VE

Issuing Authority Signature

