

PRIVATE & STRICTLY CONFIDENTIAL

16-Feb-2022

PW33815

To,

Raj Kiran Singh

B-38/210 A-61 Tara Dham Colony, Mahmoorganj, Tulsipur Varanasi

APPOINTMENT LETTER

Dear Raj ,

With reference to your application and subsequent interview with us, we are pleased to appoint you **Executive-SEO (Band-G)** in the Company **Policybazaar Insurance Brokers Private Limited** , on the following terms and conditions:

1. Date of joining:

Your employment with The Company shall be effective from **16-Feb-2022**. This offer shall automatically stand revoked in the event of your not joining the Company on or before the date mentioned under this letter.

2. Employment:

- 2.1. Your position is a whole-time employment with The Company and you shall devote yourself exclusively to the business and interests of The Company. You will not take up any other 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 during your employment with The Company, without permission in writing of The Company.
- 2.2. Your employment with The Company is subject to you being medically fit. You may be required to undergo a medical examination certificate, if desired by Our Company.
- 2.3. You shall be entitled to such Leaves in accordance with the Leave policy of the Company.
- 2.4. This letter of appointment/employment is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

3. Place of Posting and Transfer:

Your initial posting will be at "**Gurgaon**". However, your employment may be transferred, at the sole discretion of The Company, in such other capacity as The Company may determine, to any location including working from home, or to any department / section, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. Your remuneration will depend on the place of posting and may vary based on decision of the Management.

(Confidential)

V3.2

Policybazaar Insurance Brokers Private Limited

Registered & Corporate Office Address : Plot No. 119, Sector-44 Gurugram-122001 (Haryana)

Telephone No. : 0124-4218302, E-mail : enquiry@policybazaar.com, Website : www.policybazaar.com

Registered No. 742, Registered Code : IRDA/DB 797/19 valid from 10/06/2021 to 09/06/2024

CIN: U74999HR2014PTC053454

Date: 15-November-2021

Mr. Divyanshu Dubey
Pune
India

Dear Divyanshu,

We are pleased to appoint you as Trainee - Engineer in Worldline Global Services Private Ltd. (WGS) based at Pune on the following terms and conditions:

1. DATE OF APPOINTMENT:

Your appointment is effective from November 22, 2021.

2. EMOLUMENTS: (please refer the annexure for more details of your salary).

2.1 Salary:

You will be paid a Basic monthly salary of **Rs. 21,005/- (Twenty One Thousand Five)** per month.

2.2 Basket of Allowance:

You will be paid a fixed Basket of Allowance of **Rs. 8,797/- (Eight Thousand Seven Hundred Ninety Seven)** per month.

2.3 Performance Pay:

You shall be entitled to performance pay as indicated in the annexure based on companies and your individual performance.

2.4 Provident Fund:

You will be covered under the Provident Fund Scheme operating in the Company, and will be governed by the rules and regulations of the Provident Fund Act - 1952 as applicable from time to time.

2.5 Group Personal Accident Insurance:

You will be covered under the Group Personal Accident Insurance policy of the Company against Death / Disablement caused due to accidents.

2.6 Group Mediclaim Scheme:

During your tenure with the Company you and your family will be covered under our Group Mediclaim Scheme and governed by the rules & regulations framed under such policies as applicable from time to time.

2.7 Life Term Insurance Policy:

You will be covered under the Life Term Insurance Policy of the Company.

2.8 Gratuity:

You will be entitled to Gratuity as per the Gratuity Act 1972 and in accordance with the rules governing such payments.

3. DUTIES:

- a) You will report to **Senior Manager** for instructions and duties. The Management reserves the right to assign to you such other duties and responsibilities, both inside and outside the office premises, as may be considered necessary, from time to time in the Company's interests.
- b) You represent and warrant to the Company that you are under no obligations or commitments, whether contractual or otherwise, that are inconsistent with your obligations under this Agreement.

4. PROBATION:

You will be on probation for a period of 12 months from the date of your appointment and the management reserves the right to extend the period. The salary or the accumulated leave will not be adjusted against the notice pay. You will continue to be on probation until your services are confirmed in writing. If you resign during your probation period of 12 months, then you will have to pay the bond amount as per the company policy & serve 3 months of notice period.

5. TERMINATION AND DISMISSAL:

- a) Notice Period: On confirmation, either party's will be required to give a notice of 3 months for separation. The Company may, at its sole discretion terminate the services by giving the salary in lieu of the notice period. The Management however shall have the sole discretion to change such period of notice, as it deems appropriate. Servicing notice period is mandatory.
- b) The Management shall have the right to remove you from this position during the entire notice period or part thereof. In such event, your rights and obligations under this Contract shall remain in force and you shall consequently observe the provisions on competition restriction and confidentiality etc, as set forth in this Contract.
- c) The Company shall have the right to dismiss you with immediate effect if you have grossly neglected your obligations to the Company or otherwise committed a material breach of contract.
- d) You shall be obliged to inform a person, appointed by the Company, of all circumstances regarding the Company's business that you are familiar with, in order to reduce the risk of disruption in the business as a result of your leaving this position.
- e) Upon termination of the employment, irrespective of the reason therefore, all obligations of the Company will expire, including but not limited to the obligation to pay pension premiums, unless otherwise expressly stated in this Contract.

Please note that that this appointment is subject to clearance of the following:

- f) Background Verification – Your appointment is conditional upon completion of satisfactory reference and background checks (education, employment history & other details furnished by you in your application). In case any information given by you is found to be false or incorrect at any point in time of your employment, the appointment would be deemed void-ab-initio and liable for termination without notice or salary in lieu thereof

6. LEAVE:

You will be entitled to Earned Leave (privilege leave) as per the company policy.

7. AGE OF RETIREMENT:

As per the revised company policy all the employees will superannuate at the age of 60.

8. TRANSFER:

Your services are liable to be transferred to any other Departments, Branches, Sites, Sister Companies or any of their branches in India. On your transfer, you will be governed by the company's rules applicable to the establishment to which you are posted.

9. INCREMENTS:

Increments will not be automatic, but will be at the discretion of the Management, and will depend on the individual and Company performance.

10. SERVICE RULES:**a. Other Work**

Your whole time and attention should be devoted to the interests of the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work on 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 Management of the Company.

You will be guided by the Company's policies and procedures which the management may modify or change as it may deem fit from time to time.

b. Secrecy

You will not at any time, while in service, without written consent of the CEO, and thereafter for a period of 2 years from the cessation of your employment, for whatever reason, shall not disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs, business, plans, Administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise. Information means and includes without limitation all and any data, know-how, formulae, processes, designs, photographs, drawings, specifications, programmers, 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.

You will adhere to the company's Information Security policy.

c. Intellectual Property

All ideas, inventions, design, software and all other intellectual property that may be developed by you or in the development of which you have played any role while you are in employment of the Company will solely and absolutely belong to the Company. You shall not be entitled to claim ownership of any rights on the same. In consideration of your salary, emoluments and other benefits drawn by you so long as you remain an employee of the Company, all your rights, if any, including, without limitation, all rights of creative authorship and other rights whatsoever shall stand assigned to the Company absolutely.

d. Past Records

If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such case you will be liable to removal from service without any notice.

11. NON SOLICITATION

During the term of the employment and thereafter for a period of 2 years from the cessation of your employment, for whatever reason, you shall not in any way directly or indirectly engage, hire or employ in any manner whatsoever, any of the Company's personnel or staff or solicit, entice or in any way induce such employees to associate themselves, whether as employees, consultants, advisors, partners or otherwise, with you or any organization that you may become associated, employed or affiliated, with, after cessation of your employment with the Company.

12. CONSEQUENCES OF BREACH OF TERMS:

Notwithstanding anything contained in Clause 4 and 5 above, should you contravene or breach any of the foregoing terms and conditions of service, the Company will be entitled to terminate your services forthwith, without compensation, notice period or salary in lieu thereof and without prejudice to other legal rights/remedies available to the Company.

The provisions under Clause 11 shall survive the cessation of your employment and shall remain in force for a period of 2 years thereafter.

You are requested to, please sign the duplicate copy of this letter and return it to us, signifying your acceptance of all the term contained here.

We are delighted to have to with us. We take this opportunity to welcome you to Worldline and look forward to your long and happy association with us.

For **WORLDSLNE GLOBAL SERVICES PVT. LTD.**

Jose Raj
Senior Vice President and Head – HR

Capgemini - Joining Confirmation & Documents

Verification Email



Inbox



Dear Candidate,

Greetings from Capgemini!!

We hope this mail finds you and your loved ones, safe and healthy.

We are glad to inform you that your joining has been confirmed on **16TH JUNE 2022 AT PUNE**. Your onboarding will be completed **virtually**.

Please confirm your interest in joining us by replying on the same mail trail by **10TH JUNE BY 1PM**.

If you are not interested in joining then reply us with completed reason on the same mail trail by **10TH JUNE BY 1 PM..**



Offer Letter || Hritika || Trainee - SearchUnify || Grazitti Interactive

1 message

Ranjeet Kaur <ranjeet.kaur@grazitti.com>

Wed, Oct 13, 2021 at 6:52 PM

To: hritika15795@gmail.com

Cc: Tanvi Sharma <tanvi.s@grazitti.com>, Recruitment HR Team <recruitment@grazitti.com>

Dear **Mr. Hritika Verma**,

Congratulations!!!

This is with reference to your interview with Grazitti Interactive for the position of **Trainee - SearchUnify** and we are pleased to inform you that you have been selected for the same.

As discussed, your Stipend would be **₹ 10,000/- for six months internship**.

Your Annual package would be **₹ 3,15,184/- (including Fixed bonus and other employee benefits)** after the successful completion of your training.

(salary breakup attached)

Note: Terms and conditions applied.

You will be serving the organization for a minimum period of **2 years** after signing the Trainee Agreement with us.

Please have a look and show your acceptance by reverting to this mail within the next 12 hours. We are looking forward to you joining us on **11th October 2021**.

Request you to submit the Xerox Self attested copies of the following Documents:-

A. Educational Documents

- 10th Detailed Mark Sheet
- 12th Detailed Mark Sheet
- Graduation Degree Certificate
- Post-Graduation Degree Certificate
- Any other certifications

B. Identity Proofs(Original and 4 Xerox of each)

- Aadhar Card(With full Date of Birth. Aadhar card with the only year of birth will not be accepted)
- Pan Card
- Driving Licence (Optional)
- Passport (Optional)
- Resume Copy

(Note:- Please carry original and Xerox of all the mentioned Documents on the day of joining, else your joining will not be initiated)

We welcome you to Grazitti Interactive and look forward to a long and enduring association.
In case of any query, please feel free to contact us.



Regards,

Ranjeet Kaur | Sr. Executive-HR

•USA •India •Australia •Singapore

M: +919815743256

www.grazitti.com | www.searchunify.com

[LinkedIn](#) | [YouTube](#)

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Global Survey Solutions

Sub: Offer Letter

Date: **May 27, 2022**

Dear Sachin Katiyar,

Welcome to Global Survey Solutions!

It gives us great pleasure to offer the role of **Trainee Survey Programmer**, for which you interviewed with us.

The compensation and other benefits that you would be entitled to are stated in the enclosure to this letter. We request you to go through the same and return the enclosed duplicate copy of this letter in acceptance of the same.

Accordingly, we will arrange to issue to you a detailed letter of appointment on the date of your joining, which we agreed between us will be any day on or before **27th May 2022**.

We look forward to you joining our team. We are sure that you will have a bright career with our company.

We take this opportunity to welcome you and your family into the folds our company.

Your sincerely,

Devyani Bhaskar
Director



Dear Ashish,

This is with reference to your application for employment with Oodles Technologies and the subsequent interview you had with us. We are extremely pleased to offer you the position of **"Associate Consultant Frontend Development"** at the annual **CTC 3.5 LPA**. Your date of joining is agreed as **3rd January, 2022** and the job location is Gurugram. We hope that you find this opportunity to be stimulating as well as rewarding.

Upon receipt of this mail, we look forward to your acknowledgement & please proceed to initiate your resignation with the current employer and share the copy with us within 2 working days, applicable only for experienced professionals.

Note- 1- The offer is valid only if you can join us within the duration and date mentioned above.

2- You will be eligible for health insurance from the first day of joining.

Background Verification:

Oodles Technologies may conduct an employment background check on Education, Employment, Criminal, Address and Professional reference check if required.

Joining Date and Time: 3rd January, 2022 @ 10:00 AM

Documentation on the date of joining :

- On your Joining day, it is important for you



previous employers, last three months salary slips (if applicable), educational documents (10th,12, UG & PG), identification proofs (PAN CARD and AADHAR CARD) and 2 photographs.

- To opt for PF you need to carry a copy of your UAN Card. (Copy of UAN is not required if you are not a member of PF earlier).
- In case you already have an active bank account with HDFC or ICICI Bank, please carry collective information on bank account number & IFSC code.

Venue Details:

DG-18-009, Tower B, Emaar Digital Greens, Sector-61, Gurugram, Haryana 122011 INDIA.

For any assistance required to feel free to call
8800665986

Again, Congratulations and welcome. We are looking forward to your joining.

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Thanks & Regards,

--
Nodles Technologies

**Nishanka Tyagi | Associate
Consultant- HR**



EMPLOYMENT OFFER LETTER

Capgemini Ref: 4980211/1335127,

05/17/2022,
Yashi Shukla.

H.No- 112/275, Swaroop Nagar,
Kanpur, Uttar Pradesh
India.

Confidential

Dear Yashi Shukla,

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 **05/19/2022** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/A4**.

B) You will be required to work at the Company's offices in **Bangalore**.

C) You have to report by 8:30 am at **Bangalore** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
164-165, EPIP Phase II,
EPIP Industrial Area, Whitefield, Bengaluru 560066

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) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 300,002.00 (Rupees Three Lakh And Two Only)**. Please refer Annexure-A for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 380,006.00 (Rupees Three Laks Eighty Thousand and Six only)**. Please refer Annexure -B for details. Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

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

ANNEXURE - A

Analyst

Total Cost to Company (CTC). Rs.300,002.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.3,395.00	Rs.40,740.00
Advance Statutory Bonus ++	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.21,544.00	Rs.258,528.00
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.288,792.00
Total Cash Compensation		Rs.288,792.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Total Cost to Company		Rs. 300,002.00

ANNEXURE - B

Analyst

Total Cost to Company (CTC). **Rs.380,006.00**

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.1,80,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements – 1	Rs.1,057.00	Rs.12,684
Other Allowances and Reimbursements – 2	Rs.5.00	Rs.60.00
Advance Statutory Bonus	Rs.3,149.00	Rs.37,788.00
Total Monthly Gross salary	Rs.28,211.00	Rs.338,532.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.368,796.00
Total Cash Compensation		Rs.368,796.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Total Cost to Company		Rs. 380,006.00

You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

Notes:

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. 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.
4. 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.
5. 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 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.

All components under Other Allowance and Reimbursement - 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.

+ This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

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

1. Provident Fund- You will be covered under the Capgemini 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.

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 marksheets 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 07/18/2022 (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 the mandatory Entry Level Certification Training Test of the Company in the first attempt. 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 Background 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 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: **Yashi Shukla**

Date: **05/17/2022**

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 Capgemini'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 its 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 or 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)</p> <p>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)</p> <p>b) Payslips for last 3 months</p> <p>c) Form 16/Form 16A</p> <p>d) Salary Account 6 months Bank Statement</p> <p>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</p> <p>a) 10th Marksheets and certificate.</p> <p>b) 12th marksheets and Certificate.</p> <p>c) Graduation Marksheets and certificate/Diploma certificate.</p> <p>d) Post-Graduation Marksheets and degree certificate (If applicable)</p> <p>e) Any other relevant certificate</p>
4.	<p>Proof of Identity/ Address</p> <p>a) PAN Card</p> <p>b) AADHAAR Card</p> <p>c) Passport In case any of the proof of Identity/Address mentioned above not available then any Two of the below proofs</p> <p>i) Voters Id</p> <p>ii) Driving License</p> <p>iii) Ration card</p> <p>iv) Electricity Bills</p> <p>v) Gas card</p> <p>vi) Notarized Self Affidavit</p>
5.	Passport size photographs (6 nos.)
6.	<p>Self Employed/CO-owner/Freelancing/ Partnership employment(s) (if applicable)</p> <p>a) Form 16/Form 26AS</p> <p>b) Bank statement for 6 months</p> <p>c) Shops & Commercial Establishment Registration Certificate</p> <p>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

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Offer Letter

Date: June 28th 2021

Vikas Vishwakarma,
Varanasi,

Dear Vikas,

We congratulate you on your selection as "**Solution Developer Trainee**" at InfoAxon Technologies. We look forward to your contribution in our pursuit of excellence.

InfoAxon is a young company with average age of employees below 30, all of whom share the same hope and aspirations. The culture and atmosphere is informal, conducive to creativity with lot of role to play around. The pressure may be high and the job demanding but we hope you'll find it exciting, stimulating and challenging.

You will be provided a gross remuneration package of INR 2,40,000/- Salary per annum. You would be on probation for a period of 6 (Six) months. On successful completion of your probation period you would be confirmed. You are requested to join on or before **July 01st 2021**. Please indicate your acceptance by signing one copy of this letter and returning it to the company.

On acceptance of this offer, your appointment with the company will be on the basis of the standard terms and conditions as provided by this letter and the appointment letter. Based on your confirmation to join us, we are closing this position. In case you do not join us on the agreed date, it will be taken as breach of contract liable for legal action.

As a token of acceptance of our offer, kindly send us the confirmation email by 29th June 2021 evening. This offer is valid till July 01st 2021. Henceforth it will be considered as null and void.

We look forward to your accepting this offer and contributing into creating a global organization.

Yours sincerely,

For **InfoAxon Technologies India Pvt. Ltd.**



InfoAxon Technologies India Pvt. Ltd.
INDIA
0120 - 4215969
.73
★ Noida ★

Authorized Signatory

Declaration and Authorization by the Candidate

I understand that the employment offer by InfoAxon is conditioned upon positive responses from my references and information furnished by me in my job application and during personal interview.

I consent to take any pre or post-employment examinations as may be required by InfoAxon or its representative, and release InfoAxon from any liability that may arise from such examination.

I authorize an inquiry to be made on the information contained on my application. Upon written request, the nature and the scope of this inquiry will be made available to me. Former employers named on this application are authorized to give information about me and I release them from all liability for issuing such information. I further authorize InfoAxon to contact any of my former employers to verify the information I have provided and inquire as to my work history.

I hereby undertake & affirm that I shall join InfoAxon in accordance with the offer letter accepted by me on the date specified in offer letter failing which I shall be liable to compensate InfoAxon for any consequential losses.

I hereby attest and warrant that all my answers on this application as well as on all forms completed in conjunction with my employment are true and accurate. I understand that my misrepresentation of facts, failure to disclose information required on my application or material change in my information provided which is not reported to Human Resources shall be cause for dismissal of the employment offer/ employment regardless of when discovered by InfoAxon.

I accept InfoAxon's offer of employment. I will start in my new role on **July 01st 2021**.

Signed: _____

Name:

Dated:

Annexure-I
Compensation & Benefits

Name	Vikas Vishwakarma		
Designation	Solution Developer Trainee		
Effective Date	July 01, 2021		
Location	Noida		
	Particulars	Monthly Amount (INR)	Per Annum Amount (INR)
1	Fixed Salary		
1.1	Basic Salary	8,000.00	96,000.00
1.2	House Rent Allowance	4,000.00	48,000.00
1.3	Conveyance Allowance	1,600.00	19,200.00
1.4	Medical Allowance	1,250.00	15,000.00
1.5	Special Allowance	3,565.38	42,784.62
1.6	Provident Fund (Employer Contribution) @ 12%	1,200.00	14,400.00
1.7	Gratuity	384.62	4,615.38
	Gross Cost to Company	20,000.00	240,000.00
2	Employee Provident Funds		
2.1	EPF Employee & Employer Contribution	2,400.00	28,800.00
3	Gratuity		
3.1	Gratuity for the year	384.62	4,615.38
Total Take Home Salary before Tax (1-2-3)		17,215.38	206,584.62
4	Performance Linked Bonus		
4.1	Performance Linked Bonus	-	On the basis of your performance you will be entitled to the performance rewards on Half yearly basis.
Annual Cost To Company (1+4)		240,000.00	
For InfoAxon Technologies India Pvt. Ltd.			
 		Received & Accepted Signature Name of Employee	



46163340

Capgemini

DEVANSHI SRIVASTAVA

Authorized Signatory

SEZ, IT3/IT4, Airoli Knowledge Park,
Thane-Belapur Road, Airoli,
Navi Mumbai- 400708
Emergency No: 1800 267 4001

Infosys®



Pooja Pandey

1175704

2022/07/03 22:18



Piyush Agrawal

Employee ID :- FPW0118

Blood Group :- A+

Emergency No :- 9953600900

NT APOLLO
INSTITUTE OF TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to AKTU & BTE

EMPLOYEE ID-CARD



RAVI KANT MISHRA

Emp. Code : 622
Designation : Asst. Professor
Department : Computer Science & Engg.
Father's Name : Mr. Sanjeev Ratan Mishra
Contact No. : +91 8318128764, 8874875414
Blood Group : B+ve
Res. Address : 117 K 559 Ambedkar
Nagar Geeta Nagar
Kanpur U.P 208025



Kumar

Director



CYNET SYSTEMS



Shikha Singh

Emp. Code : CY3220

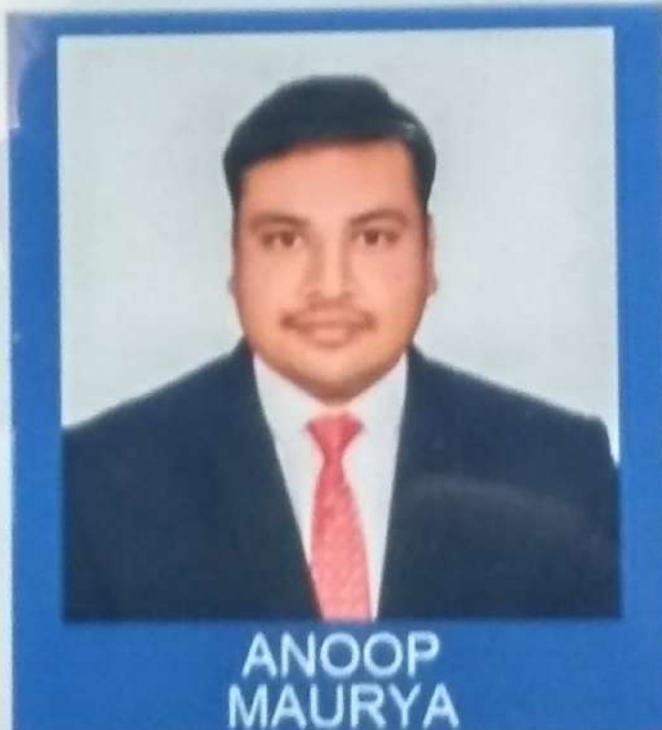
Blood Group : B+

Joining Date : 13/04/2022

Emergency No : 6388997673



TATA CONSULTANCY SERVICES



ANOOP
MAURYA

Card No 314429
Associate No 2083989

Tata Consultancy Services Ltd.
TCS House, Raveline Street, Fort
Mumbai 400001, India

30th August 2021

To,

Mr. Brajesh Kumar Sharma,

50 - A, Azad Nagar,

Kanpur - 208002. U.P.

Subject: Letter of Offer

Dear Brajesh,

We thoroughly enjoyed our interaction with you and would like to welcome you to be a part of **Harbour and Hills Financial Services India Pvt. Ltd (H&H)**.

We are pleased to appoint you as **Trainee - Software Engineer** at H&H.

A warm welcome!

Your total annual compensation will be **INR. 2,40,000/- (Rupees Two Lakh Forty Thousand Only)** per annum. You will find a detailed breakup in the enclosed Annexure 1.

Below are the details of your employment agreement with H&H:

TERMS & CONDITIONS

This letter contains broad terms and conditions of service governing this Offer which are subject to change from time to time. We expect you to keep your compensation details confidential at all times.

DATE OF OFFER

Your date of Offer is effective from your date of joining, **06th September 2021**.

INITIAL OFFER & SUBSEQUENT TRANSFERS

Your initial Offer is for our **Kanpur Office**. Though you remain liable to be transferred in such a capacity as the company may deem fit from time to time to any other location, department, establishment, factory or branch of the company or its subsidiary, associate or affiliate in India or abroad. *Remember: the only constant is change?!*

COMPANY CONFIDENTIALITY AND NON-COMPETITION AGREEMENT

You are a valued employee of H&H. We value your contribution and efforts to our collective growth. We expect you to maintain confidentiality of company information at all times, whether you are currently in employment with us, or you have moved on. We will present to you the Company's standard Confidentiality and Non-Competition Agreement for your signature. This Offer is expressly conditioned upon the execution of the Confidentiality and Non-Competition Agreement.

CULTURE

Each one of us plays an important part in defining our relationship with each other and a culture gradually evolves. We expect you to be respectful to others, sensitive and adapting to differences. For the paradox is no one is the same, but together we are one.



PALAK MISHRA
2115332





TATA CONSULTANCY SERVICES



**RENU
DIXIT**

Card No 275994
Associate No 1983251

Tata Consultancy Services Ltd.
TCS House, Raveline Street, Fort
Mumbai 400001, India

OfferLetter.pdf Microsoft Edge C:/Users/tiwar/OneDrive/Desktop/OfferLetter.pdf

1 of 16

EMPLOYMENT OFFER LETTER

Capgemini Ref: 5739613/1285929,
04/09/2022,
Priya Tiwari.

SF 67 SUNDAR NAGAR PANKI KANPUR NAGAR 208020 UTTAR PRADESH
Kanpur Nagar,
India.

Confidential

Dear Priya Tiwari,

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 **04/12/2022** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/A4**.

B) You will be required to work at the Company's offices in **Mumbai**.

C) You have to report by 8:30 am at **Mumbai** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
CAPGEMINI Knowledge Park,IT 1 / IT 2, TTC Industrial Area,Thane-Belapur Road,
Airoli, Navi Mumbai, Maharashtra - 400708

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) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation(on a cost to company basis) will be **INR 300,002.00 (Rupees Three Lakh And Two Only)**. Please refer Annexure-A for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 380,006.00 (Rupees Three Lakhs Eighty Thousand and Six only)**. Please refer Annexure -B for details. Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the



December 15th, 2021

Mr. Navneet Shukla
3A 1, Chankypuri, Shyam Nagar,
Kanpur – 208015 (U.P)

Re: Offer for Employment with TI Solutions Private Limited

Dear Mr. Navneet,

Congratulations !! as discussed and based on the interview with us ,we are pleased to inform you that we offer you the position of **Software Engineer** with our company.

Your date of joining is set to **before and not later than 3rd January 2022**. Letter of Appointment will be handed over to you upon joining the service of the company on the date mentioned above. If this date is not acceptable, please contact the undersigned immediately. Reporting time shall be communicated to you prior to joining date.

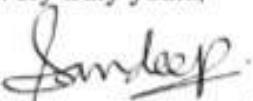
Your CTC shall be Rs. 4,00,000/- per annum (including EPF) and a detailed letter of appointment including break-up of annual remuneration (CTC) will be given to you upon successful joining. Your location shall be Work from Home and your working hours will be as per assigned project schedule.

Subject to the terms and conditions of letter of appointment, you are required to sign Service bond for a period of at least 12 months from your date of joining and your notice period will be 8 weeks.

Kindly revert on this letter/email within 24 hours as an acknowledgement and acceptance of this offer.

I look forward with enthusiasm to your joining the Company.

Very truly yours,


(Sandeep Raghuvanshi)
Assistant General Manager