



This Independent Contractor Agreement (this "Agreement") is made effective as of December 7th, 2021, by and between Digital Trons LLC, of Atlanta, Georgia, USA and Vishal Singh, based in Mumbai, India. In this Agreement, the party who is contracting to receive the services shall be referred to as "Digital Trons LLC" or "The Company", and the party who will be providing the services shall be referred to as "Vishal Singh" or "you".

**1. DESCRIPTION OF SERVICES.** Beginning on December 7th, 2021, Vishal Singh will provide the following services, including any related or ancillary tasks (collectively, the "Services"): Full stack Developer on behalf of and as directed by the Digital Trons Management team.

From December 13th, 2021, Vishal Singh will make himself and his services available to Digital Trons on full time basis (average 40 hrs a week).

Vishal Singh shall furnish, at his own expense, the equipment, supplies and other materials used to perform the Services. The company will provide all type of online subscriptions to perform the work.

**2. PAYMENT FOR SERVICES.** Digital Trons LLC will pay compensation to Vishal Singh for the Services in the amount of INR 41,667/month on a full time basis.

Payments will be made in the first week of next month for the services rendered for the current month. Vishal Singh is required to send the invoice on the last day of the month.

Unless agreed upon in advance and in writing by both parties, Vishal Singh is solely responsible for any travel or other costs or expenses incurred by his in connection with the performance of the Services, and in no event shall Digital Trons LLC reimburse his for any such costs or expenses.

**3. TERM/TERMINATION.** After confirmation of your agreement, notice of termination of employment will be one month's notice in writing or one month salary in lieu of notice from either party.

Notwithstanding the aforementioned, the Company shall be entitled to terminate your engagement without notice, indemnities and compensation in any of the following events:

- If you are, in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties;
- If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

- If you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies."

**4. WORK PRODUCT OWNERSHIP.** Any copyrightable works, ideas, discoveries, inventions, patents, products, or this information (collectively, the "Work Product") developed in whole or in part by Vishal Singh in connection with the Services shall be the exclusive property of Digital Trons, LLC. Upon request, Vishal Singh shall sign all documents necessary to confirm or perfect the exclusive ownership of Digital Trons, LLC to the Work Product.

**5. CONFIDENTIALITY.** Vishal Singh will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Vishal Singh, or divulge, disclose, or communicate in any manner any information that is proprietary to Digital Trons, LLC. Vishal Singh will protect such information and treat it as strictly confidential. This provision shall continue to be effective after the termination of this Agreement. Upon termination of this Agreement, Vishal Singh will return to Digital Trons, LLC all records, notes, documentation and other items that were used, created, or controlled by Vishal Singh during the term of this Agreement.

**6. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties, and those are no other promises or conditions in any of this agreement whether oral or written.

**7. APPLICABLE LAW.** This Agreement shall be governed by the laws of the State of Georgia.

**8. RULES, REGULATIONS & CONFIDENTIALITY.** You shall at all times, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests of the Company.

Accordingly, you undertake that:

- you will under no circumstances make available your services to any undertaking, or have any interest directly or indirectly in any other undertaking or activity which might interfere with the proper

performance of your duties without first obtaining the written permission of the Company.

- you will not at any time during the continuance or after the termination of your services with the Company irrespective of any reason for such termination, make use or disclose to any party ethics for your own benefit or for the benefit of any party (individual, firm, company, any trade or business), the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during the course of your service with the Company.
- You will obey and comply with all reasonable orders and instructions given to you by the Company or its authorized agents and observe all standing and othis rules and/or regulations now in force or from time to time approved by the Company.

**9. SIGNATORIES.** This Agreement shall be signed by Krunal Thakkar, Partner on behalf of Digital Trons, LLC and by Vishal Singh, Freelancer on behalf of Vishal Singh. This Agreement is effective as of the date first above written.

Contractor Name: Vishal Singh

Contractor Signature:

Contractor Address:Pragati Nagar, canal road, Hardoi, U.P. 241001.

Date: December 07, 2021

*M. Thakkar*  
Digital Trons Partner

Name: Mansi Thakkar Digital

Digital Trons Partner Signature:

Date: December 07, 2021

June 29, 2022

Dear Ajeet Mishra,

On behalf of our leadership team, thank you for your contributions, focus and commitment to Wisedoc

In recognition of your performance and contributions to the success of Wisedoc, it is my pleasure to inform you that you will receive the following merit, effective July 01, 2022. All values are in INR and inclusive of taxes (CTC)

Current Annual Salary: INR 4,00,000.00

New Salary Effective April 01, 2022: INR 5,40,000.00(Five Lakhs Forty thousand only)

Thank you for everything you do to support our mission to change the rules of the workspace by powering rich human connections wherever and whenever people need to collaborate.

Regards,

A handwritten signature in black ink that reads 'K. Muralidhar'.

Muralidhar Kannegulla,  
Director,  
Wisedoc Academic Solutions Pvt Ltd



careers@crubn.com ✉

+91-845-487-2497 📞

1st Floor, C3I Center,  
IIT Kanpur, India (U.P.)  
208016 📍

To,  
Ali Abbas  
PAN: CMTPA7284H  
Address: Flat No. 107, 1<sup>st</sup> Floor Surya Kiran Apartment, Naveen Nagar Kanpur Nagar, Uttar Pradesh, 208025

Date - 20<sup>th</sup> May 2021

We are pleased to offer you the full-time position of Software Engineer at CRUBN Foundation (hereinafter referred to as "CRUBN") with a start date of May 21<sup>st</sup>, 2021 with a possibility of an earlier date of joining, contingent upon a background check. Please refer to the following terms and conditions for more details.

- 1. Annual Compensation**  
You will be paid an annual CTC of Rs. 15,00,000 annually. This is the total cost to the company and all necessary taxes will be deducted at source as per statutory requirements. If you are covered under the Provident Fund Scheme, then the employer's contribution to the provident fund shall be met out of the above-said salary.
- 2. Probationary Period**  
You will be on a probation period of 6 months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the company. During the probation period, either party may terminate the services by giving 15 days' notice or salary in lieu thereof at the company's discretion.
- 3. Job Description**  
Your duties and responsibilities will be explained to you on your joining the company. However, you shall execute and perform all such duties that may be assigned to you by the company from time to time and the company reserves its right to change these at its discretion.
- 4. Location**  
Our initial place of posting will be at Kanpur, however, the company reserves the right to transfer you to any other office/branch office of the company, in India.
- 5. Leave**  
You will be eligible for Privilege Leave and Casual/Medical Leave as per the company's Policy.
- 6. Termination Notice**  
After your confirmation, this offer is terminated by a 2-month notice on either side or on payment of 2 months (60 days) salary in lieu of notice, and either party is not bound to give any reason thereof. In the event, your service is terminated for fraud, theft, or withholding of any information in the Application form or for any other form of misconduct, notice pay will not be payable.

7. Employment Agreement

On the basis of your consent to this offer, an Employment Agreement will be executed between you and the company within 7 days of your joining. A detailed appointment letter will be issued to you on your joining.

8. Acceptance of Offer

Please confirm your acceptance by email within the next 7 days, failing which this offer will automatically stand withdrawn. Within 7 days of accepting our offer please send us a copy of your resignation letter accepted by your current organisation.

9. Background Check

This offer is subject to your background check which the company may do pre or post-employment and in case of any negativity company may take any necessary disciplinary action which may lead to termination.

Your appointment at CRUBN will be subject to the ratification of the above. We look forward to welcoming you aboard the CRUBN team.

Sincerely,



Mukul Verma

Managing Director



# Skugal Technologies Private Limited

C-76 2nd Floor Noida Sector 2 (U.P.) 201301

Mobile No: +91-8860822868, Email: [support@skugal.com](mailto:support@skugal.com), Website: [h ttps://skugal.com](https://skugal.com)

CIN: U72900DL2019PTC354802

Gaurav Kumar

Dear **Gaurav Kumar**,

We are pleased to appoint you as '**Software Development Engineer**' on the following terms and conditions of employment. Welcome to the Skugal family. We are glad to have you with us and look forward to a long and mutually rewarding association.

## **Date of Joining**

You are requested to join from **18-Feb-22**. Your role is critical in fulfilling the mission and goals we have set for **SkuGal**. You are to abide by all company rules and regulations and will report to the Product & Risk Head.

The detailed terms and conditions of your package are set forth below:

## **Probationary Period**

You will be on probation for a period of 3 months from the date of your appointment. If in the opinion of the company you are found suitable in the appointed post you will be confirmed.

## **Salary**

Your all inclusive Cost To Company will be **Rs. 8,00,000 (Eight Lakh Rupees Only )**.  
The breakup of the CTC is provided as an Appendix to this letter.

The Salary could extend based on your performance and feedback from your manager you work with. You will become eligible for a review of your salary according to the Company's Performance Appraisal policy, depending upon individual and Company performance. As a regular employee of the Company, you will be eligible to participate in a number of Company Sponsored benefits.

## **Notice of Separation and Termination**

On confirmation, you may terminate your employment by giving the 30 day period of notice( or Salary in lieu) to the company and vice versa after becoming a permanent employee.

Notice period shall become effective from the date of receipt by the Company, of the letter of resignation. **If you do not serve the notice period mentioned, the Company shall be entitled to set off from any payments to be made to you. Company is not liable to share any documents ie. relieving experience certificate etc.**

This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background

checks reveal any misrepresentation or any information detrimental to the interest of the company or If any declaration given or furnished by you to the Company prove to be false or if you are found to have willfully suppressed any material information in such case, the company shall be entitled to terminate your services with immediate effect, without notice.

If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you

- Return to work within 7 days of the commencement of such absence: and
- Give a written explanation to the satisfaction of the company regarding such absence.

Your services can be terminated by either party by giving to the other, a notice of 30 Days i.e. 1 Month in writing. The Company however, reserves its right to terminate your employment by giving you salary for 30 Days in lieu of the notice. The Company reserves its right to recover an amount equivalent to one month's salary on a pro-rata basis if you fail to give to the company adequate notice of your intention to terminate your employment.

The company may also terminate your employment at any time without notice if:

- **You are guilty of serious misconduct;**
- **You are in material breach of a provision of this conduct, including confidentiality undertaking.**

Any contrary representation that may have been made to you shall be suppressed by this agreement.

### **Place of Work**

Your current place of posting will be (Remote) C76, Sector 2, Noida, Uttar Pradesh- 201301, however, should the need arise you may be transferred to our other offices within India.

In case if you are working remotely, Company will not be entitled to ask you to come to the office premise.

### **Leave and Hours of work**

You will be entitled for leave, as per the leave policy in force, from time to time and they are to be taken in consultation with your manager's and peer's.

Skugal general hours of business are between 10:30 AM to 7:30 PM. However, due to business emergencies or contingencies involved in fulfilling your role, you may be required to work at different shift timing including night shifts, which may be advised by your manager. You would be required in this role to attend meetings with clients. From time to time, you will be required to work reasonable hours or after hours or on weekends when necessary to perform your duties.

Gaurav Kumar

### **Notices**

Notices and all other communication contemplated by this agreement shall be in writing and shall be deemed to have been duly given when personally delivered or mailed by registered post,



return receipt requested, and postage prepaid. In your case, mail notice shall be addressed that you most recently communicated to the company in writing. In the case of the company. Mailed notice shall be addressed to its corporate headquarters.

## **Confidentiality of Information**

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be bound by a confidentiality covenant. You may become aware of information relating to the business of Skugal and its potential clients, including but not limited to client lists, trade secrets, confidential details, and pricing structures. Confidential information, including client lists, trade secrets, pricing structures and any and all documents created by you in the course of your employment remain the sole property of Skugal.

You shall not, either during or after your employment, without the prior consent of the company, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

You shall not divulge in any activities other than those allotted to you by the Company during the office working hours.

You are held fully responsible for all the activities carried out by you and all such responsibilities as are entrusted to you.

You will be liable to adequately compensate the Company, should any loss or damage occur to Company or its associates by any of your acts.

You shall not disclose any terms of your employment or discuss compensation details with anybody in the organization. Any such disclosure is a serious case of indiscipline and would be liable for termination of your services with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

In the event of violation or any IP breach by you to the company or any of the clients (with whom company is a direct or indirect partner) e.g. Code Leak , Public Code, Sharing of events creation within your employment span with us or after employment , Skugal shall be entitled for any remedies available to the employer including a legal notice of **6 Crore(6,00,00,000/-)** as penalty.

In case of any dispute or any remedy courts at Noida shall have exclusive jurisdiction. All disputes shall be referred to arbitration in terms of the Arbitration and Conciliation Act 1996 and amendments thereof

## **Responsibilities**

Gaurav Kumar

You must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. In this connection:

- You are required to make all efforts for efficiency and excellence in the performance of your responsibilities.
- You are required to devote all your skills, competencies and best efforts in the responsibilities that will be assigned to you.
- You shall not engage in activities that have or will have an adverse impact on the reputation of the Company.
- You will be expected to work extra hours to achieve the above whenever the job demands.
- If, at any time, in our opinion, which is final in this matter, you are found guilty of dishonesty,

disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any other conduct considered detrimental to our/ client interests, or of violation of one or more terms of this letter, your services may be terminated without notice, and without any compensation.

- While employed with us, in any circumstances you will not be permitted to work for any other firm or person, either full time or part time, to own or in any way be associated with any firm or person as advisor, direct or partner, whether paid or not, for your services.
- The Company's rules and regulations that may be promulgated from time to time will govern you. You shall not use any of the company's resources for your personal interest.
- You will be responsible for safekeeping and return in good condition to all properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such material from you, and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction

### **Standards of Business Conduct**

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of our Principals. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect without any liability of salary.

### **Outside Activities**

While you render services to the company, you agree that you will not engage in any other employment, consulting or other business activity without the written consent of the company. In addition, while you render services to the company, you will not assist any person or entity in competing with the company, in preparing to compete with the Company or in hiring any employees or consultants of the company.

### **Data Protection and Monitoring**

- You consent to the company and every group company holding and processing information about you for legal, personnel, administrative and management purposes. This information may include (a) your health records and any medical reports in order to monitor sick leave, (b) to administer benefits, (c) To take decisions as to your fitness to work and need for adjustments in the workplace, and (d) information required to carry out performance evaluations, disciplinary hearings, grievance and internal investigations.
- The company may make such information available to any Group Company, to third party providers.
- You acknowledge that your personnel records may be stored and accessed by computers located outside of India. You consent to the Company monitoring and recording your use of the Company's or any Group Company's communication system and equipment shall be regarded as work-related. Private use should be conducted outside of working hours. Away from the company's premises and without using the company's communication systems or equipment. You acknowledge that intercepted communications may be used as evidence in disciplinary or legal proceedings against you.

### **Pre-Employment Conditions**

Gaurav Kumar

Confidentiality Agreement: Your acceptance of this offer and commencement of employment with the is contingent upon the execution and delivery to an officer to the company, of the Company's confidential information and invention agreement, (this "Confidentiality Agreement"), prior to or on your start date.

### **Annual Performance Evaluation**

You will undergo performance appraisal at the end of the financial year and your condition with the employment of the company will be reviewed at that time.

### **Modification and Waiver**

No provision of this agreement shall be modified, waived or discharged unless the modification, waiver or discharge is agreed to in writing and signed by you and by an authorized officer of the Company(other than you). No waiver by either party of any breach of, or of compliance with, any condition or provision of this agreement by the other party shall be considered a waiver of any other condition or provision or of the same condition or provision at another time.

Gaurav Kumar

## **Severability**

If any provision of this Agreement becomes or is deemed invalid, illegal or in any applicable by reason of the scope, or duration or ints coverage, then such provisions shall be deemed amended to the minimum extent necessary to conform to applicable law so as to be valid and or, if such provision cannot be so amended without, materially altering the of the parties, then such provision shall be stricken and the remainder of this agreement shall continue in full force and effect. If any provision of this agreement is rendered illegal by any present future statute law ordinance or regulation(collectively, the "Law") then that provision shall be curtailed or limited only to the minimum extent necessary to bring the provision into compliance with the law. All the other terms and provisions of this agreement shall continue and effect without impairment or limitations.

## **Governing Law**

This agreement shall be governed under the laws of India, and the parties agree to submit to the exclusive jurisdiction of the courts in Delhi of any dispute that arises out of or under this Agreement.

## **General**

You are required to inform us prior to your joining if there are any agreements that you have entered into, whether oral or written, which relate to obligations which conflict with the provisions of this agreement of the policies.

You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

You will intimate in writing to human resource any change of address within a week from the change of the same, failing, which any communication sent on your last recorded address, shall be deemed to have been served on you

You will be required to reimburse the company, all the amount spent towards your relocation (as a part of relocation policy) if you terminate the services within one year of joining

You will retire at the age of 58 years. An extension may, however be given at the sole discretion of the management

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

## **Entire Agreement**

This letter supersedes and replaces any prior understanding or agreement, whether oral, written or implied, between you and the Company regarding the matters described in the letter.

## **Conditions**

Gaurav Kumar

- You acknowledge that this offer letter represents the agreement between you and Skugal Technologies Private Limited that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon Skugal Technologies Private Limited.
- You certify that all of the information you have provided to the company in consideration for this position is correct to the best of your knowledge. You understand that inaccuracies or omissions in this information may result in the dismissal or revocation of this offer.

**Yours sincerely,  
For Skugal Technologies Private Limited**

*Vatsala Saxena*

**Vatsala Saxena  
HR Manager**

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

Name Gaurav Kumar

Place Pune, Maharashtra

Signature Gaurav Kumar

## **Documents**

You are required to submit the following documents (self-attested):

- a) Address Proof
- b) PAN Card
- c) Educational Qualification (Class X onwards)
- d) Previous Employment Details (if any)
- e) 2 Passport-size photographs
- f) Resignation letter of previous organization with acknowledgment
- g) Medical Fitness Certificate

Gaurav Kumar



January 31, 2022

**Aryan Yadav**  
P5 SBRA IIT, Kanpur,  
Kanpur Nagar-208016

Dear **Aryan**,

We are delighted to offer you a position as **Junior Art Director Level 2** with Publicis Sapient, a division of TLG India Pvt. Ltd ("Publicis Sapient").

Publicis Sapient will provide you with a total compensation package that consists of your base salary, statutory retirement benefits.

The Total Cost to Company offered to you is INR **1,108,840/-** which includes the following:-

- An annualized base salary of INR **1,000,000/-** (including HRA)
- Participate in Publicis Sapient's Bonus Plan, subject to the specific terms of Publicis Sapient's Global Bonus Plan, and any future incentive programs, for which you are eligible. Your annual target bonus amount is fixed at 5% of your base salary, as fixed pay not linked to any performance criteria. If your joining date is before September 1st, your bonus pay out will be pro-rated from your joining date for your first calendar year of employment. If your joining date is between September 1st and December 31st, you will not be eligible to participate in Publicis Sapient's bonus plan until the following calendar year. The person needs to be on payroll of the Company and on active duty on the day of the pay out, to be eligible to receive the bonus pay out amount (for the plan period of January 1<sup>st</sup> to December 31<sup>st</sup>).
- Provident Fund and Gratuity contributions, (As per the applicable provisions)

Tax at the applicable rate shall be deducted at source from your salary.  
(Please refer to Annexure "B" for details)

Your anticipated start date will be **March 14, 2022**. You will be on probation for a period of 6 months from the start date of your employment. Your home office would be in **Gurgaon**, India.

**TLG India Private Limited**  
GIL SEZ, Candor Techspace,  
Building No. 1, Tower B, Ground – 3rd Floor,  
Building No. 2, Tower A, Ground & First Floor,  
Building No. 5, Ground & First Floor,  
SEZ Sector 21, Village Dundahera,  
Gurgaon - 122016 Haryana, India

**TEL** +91 (124) 672 4000  
**FAX** +91 (124) 672 4027

**Registered Office: TLG India Private Limited**  
15th Floor, Umri Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel (West), Mumbai-400013.  
**Tel:** +91 (22) 6804 3600 **Fax:** +91 (22) 6804 3601 **CIN:** U74110MH1972FTC015798

[www.publicissapient.com](http://www.publicissapient.com)

**TLG India Private Limited**  
Oxygen Business Park Private Limited SEZ,  
Tower C, 2nd - 4th Floor, Plot No. 7,  
Sector 144, Expressway,  
Noida – 201301  
Uttar Pradesh, India

**TEL** +91 (120) 479 5000  
**FAX** +91 (120) 479 5001

**TLG India Private Limited**  
Bagmane Constellation Business Park,  
2870, Building Virgo, Outer Ring Road,  
Doddanekundi Circle, Marathahalli Post,  
Bengaluru - 560037 Karnataka, India

**TEL** +91 (80) 6128 0000  
**FAX** +91 (80) 6128 0001





In addition to your salary, you will be entitled to:

- Participate in the Publicis Sapient’s health care and life insurance scheme.

The realisation of the above items is subject to the terms set forth in Annexure ‘A’ under the respective clauses.

We are looking forward to your joining us. Our top priority is to employ individuals, like you, who can use their business knowledge and creativity to add value to Publicis Sapient and its clients. We are sure that you would find life with Publicis Sapient to be motivating and challenging.

On your first day of employment, please report to our office at **Gurgaon** at **9:00 a.m.** along with the documents mentioned in Annexure ‘C’. Should there be a change in your start date, it is mandatory for you to communicate the same to us a week in advance as this impacts your experience with Publicis Sapient.

Kindly return a copy of letter duly counter signed by you, when you receive the hard copy of the same, in acceptance of the terms and conditions set out herein. Please refer to the Annexure “A” of this letter for details on the Terms of Employment, which shall apply to your employment. By signing a copy of this letter, you agree to abide by these terms and any other published terms in effect from time to time throughout the period of your employment.

Best Regards

Kameshwari Rao

Digitaly signed by Kameshwari Rao  
DN: cn=Kameshwari Rao, o=Publicis Sapient, ou=HR, email=Kameshwari.Rao@publicissapient.com, c=IN

Kameshwari Rao

GVP, People Strategy | Publicis Sapient

**I hereby accept and agree to this employment contract. I agree to abide by the policies, rules and regulations of the Company as detailed below.**

**Signature** : \_\_\_\_\_  
**Name** : **Aryan Yadav**  
**Date** : \_\_\_\_\_

**TLG India Private Limited**  
 GIL SEZ, Candor Techspace,  
 Building No. 1, Tower B, Ground – 3rd Floor,  
 Building No. 2, Tower A, Ground & First Floor,  
 Building No. 5, Ground & First Floor,  
 SEZ Sector 21, Village Dundahera,  
 Gurgaon - 122016 Haryana, India

**TEL** +91 (124) 672 4000  
**FAX** +91 (124) 672 4027

**Registered Office: TLG India Private Limited**  
 15th Floor, Umi Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel (West), Mumbai-400013.  
**Tel:** +91 (22) 6804 3600 **Fax:** +91 (22) 6804 3601 **CIN:** U74110MH1972FTC015798

[www.publicissapient.com](http://www.publicissapient.com)

**TLG India Private Limited**  
 Oxygen Business Park Private Limited SEZ,  
 Tower C, 2nd - 4th Floor, Plot No. 7,  
 Sector 144, Expressway,  
 Noida – 201301  
 Uttar Pradesh, India

**TEL** +91 (120) 479 5000  
**FAX** +91 (120) 479 5001

**TLG India Private Limited**  
 Bagmane Constellation Business Park,  
 2870, Building Virgo, Outer Ring Road,  
 Doddanekundi Circle, Marathahalli Post,  
 Bengaluru - 560037 Karnataka, India

**TEL** +91 (80) 6128 0000  
**FAX** +91 (80) 6128 0001

Employee Name	Aryan Yadav	Level/Designation	Junior Art Director Level 2	
S.No.	Components	Components Details	Monthly	Annual
<b>Salary Structure</b>				
<b>A</b>	<b>Fixed</b>			
1	Basic Salary	35% of Base Salary	29,167	350,000
<b>B</b>	<b>Flexible</b>			
2	House Rent Allowance	Can be fixed at 10% or 21% of Base Salary	17,500	210,000
3	Leave Travel Assistance	Default amount will be set as zero or can be claimed once a year as per entitlement per career stage	0	0
<b>Special Allowance</b>				
4	Special Allowance	Base Salary - ( Fixed elements + Flexible Element + Optional Benefits)	36,667	440,000
<b>Optional Benefits</b>				
5	Meal Coupons	Optional benefit to buy meals at INR 100 per day for 22 days. Default amount will be set as zero.	0	0
6	Car Lease Scheme	Available for Sr. Associate & above. Associate can join the scheme post 2 year completion. Default amount will be set as zero.	0	0
7	Car Fuel and maintenance	Optional benefit to enroll in to Car Fuel and Maintenance for people enrolled in car lease (Limits basis career stage) or self-owned car (Limit: INR 2000 per month). Default amount will be set as zero.	0	0
8	Driver Salary	Optional benefit to enroll in to Driver Salary for people enrolled in car lease (Available for Managers and above and limits basis career stage) or self-owned car (Available for all career stages and limit: INR 1000 per month). Default amount will be set as zero.	0	0
<b>C</b>	<b>Base Salary = ( 1+2+3+4+5+6+7+8)</b>		<b>83,333</b>	<b>1,000,000</b>
9	*Annual Target Bonus Opportunity	5% of Base Salary		50000
<b>D</b>	<b>Total Cash = (C+9)</b>			<b>1050000</b>
10	Provident Fund	12% of Basic Salary *In case the Basic Salary is less than INR 15,000, the contribution shall be INR 1,800.	3,500	42,000
11	Gratuity	Deemed Value *Calculated at 4.81% of the basic salary (1.68% of base salary). The maximum aggregate value is INR 20,00,000.	1,403	16,840
<b>E</b>	<b>Total Retiral Benefits ( Company Contribution)</b>		<b>4903</b>	<b>58,840</b>
<b>**Total Cost to the Company ( Before Tax Deduction) = D+E</b>				<b>1,108,840</b>
<b>**The above stated elements of compensation are taxable as per applicable Income Tax Laws. All the figures are in INR</b>				

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(India Rupees) only.	
*Note: The Program may be amended or withdrawn at any time and plan guidelines may be adjusted at the Company's discretion	
<b>Other Company Benefits</b>	
<b>Publicis Sapien India Group Mediciam Insurance Policy</b>	
Medical Coverage	Floater of INR 3,00,000 per family (Addition Corp .Buffer INR 5,00,000 incase of normal illness and INR 15,00,000 in case of critical illness provided)
Family members covered	Self, Spouse & two children
<b>Group Life Insurance Policy: India</b>	
Term Life Insurance (TLI) is the most basic form of life insurance. If the death of the insured individual occurs within his/her Publicis Sapien tenure, the insurance company will pay the death benefit. No money is paid at the time of individuals exit. For more information please read through the details available on the Publicis Sapien People Portal	
<b>India Personal Accidental Insurance Policy</b>	
Personal accidental is an insurance cover wherein, in the event of the person sustaining bodily injuries resulting solely or directly from an accident by external, violent and visible means, resulting into death or disablement. For more information please read through the details available on the Publicis Sapien People Portal	

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## ANNEXURES

Annexure 'A' - Terms of Employment

Annexure 'B' - Elements of Compensation

Annexure 'C' - Documents to be submitted on the Date of Joining

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## Annexure 'A'- Terms of Employment

We are detailing below some of the significant terms of employment and employment policies that will apply to you at Publicis Sapient, a division of TLG India Pvt. Ltd. ("Publicis Sapient"). Please ensure that you read and fully understand all the policies.

This offer supersedes all prior understandings, negotiations and agreements, whether written or oral, between you and Publicis Sapient as to the subject matter covered by this offer letter. During the term of your employment with the Company, you will be subject to all rules and regulations in accordance with Company policy as applicable, enforced, amended or altered from time to time.

### COMPENSATION AND BENEFITS

Your annual compensation will be as per the schedule annexed here to and will be subject to deduction of tax at source. It should be appreciated that salary structure is designed based on certain statutory / IT laws and keeping in line with industry norms/ practices and employee feedback. Hence it is subject to change based on any of these inputs or on promotion or depending on the options exercised by you for claiming certain tax friendly benefits on your joining.

Your total compensation package is the sum total of Base, and Retirals mentioned below:

#### A. Base

(Base comprises of fixed and flexible elements of base compensation.  
People have a choice to decide on the flexible elements of base compensation.)

#### Fixed Elements of Base Compensation

Basic Salary

#### Flexible Elements of Base Compensation

House Rent Allowance (HRA)  
Leave Travel Assistance (LTA)  
Special Allowance

#### B. Retirals (Company Contribution)

You would retire at the age of 60 years in accordance with the Company's Retirement Policy. On your retirement, you would be entitled to PF and Gratuity, as applicable. Please refer to the Company's Retirement Policy for further details.

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## Optional Benefits

Meal Coupons  
Car Lease Scheme  
Car Fuel & Maintenance (Self owned cars or Car Lease Enrollees)  
Driver's Salary (Self owned cars or Car Lease Enrollees)

## RELOCATION EXPENSES

This clause is only applicable to you if your package includes a component on relocation. Publicis Sapient agrees to cover your relocation benefits and expenses in accordance with the Publicis Sapient India Domestic Relocation Policy as amended from time to time. If you leave Publicis Sapient within 12 months of your start date and/or the date of payment of relocation allowances including expenses, you agree to re-pay all relocation allowances including expenses on or before the day of your full and final settlement at Publicis Sapient.

## PROBATION

You will be on probation for a period of 6 months from the start date of your employment. During this period, either party may terminate your employment by providing 30 days prior notice in writing to the other party

## NOTICE PERIOD

After the six months' probation, the prior notice period required by either party for future termination is 60 days subject to terms and conditions set forth herein below.

- The employment offered under this agreement shall be valid until either party terminates it by giving to the other party the number of days of prior notice specified above. Such notice may be given at any time during the course of employment. You are employed by Publicis Sapient "at will" and not for any specific term.
- In the event an employee requests for adjustment of his/her un-availed privilege leave against the stipulated notice period then the company may in its discretion agree to do so.
- Publicis Sapient reserves the right, at its sole discretion, to terminate your employment without providing the required period of notice, by paying salary in lieu of notice.
- Where you notified Publicis Sapient of your voluntary termination, Publicis Sapient reserves the right to accept your resignation anytime during the notice period stipulated above. You will be required to mandatorily provide minimum notice period of thirty (30)calendar days which will not be allowed to be adjusted against the un-availed privilege leave
- You shall not be entitled to any salary or any benefits after the effective date of termination of your employment with Publicis Sapient.
- In the event you do not provide the required period of notice, before voluntarily terminating your employment, Publicis Sapient reserves its right to forfeit your salary as per the requisite notice

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period duration. In addition, Publicis Sapien will also be entitled to adjust any amounts outstanding against you from your salary, accrued vacation or expense reimbursements, as may be legally permissible.

- You acknowledge that if you fail to provide the minimum notice period of thirty days as stated above, Publicis Sapien is bound to suffer substantial damages caused due to improper transition of work, delay in completion of project, hiring and training of your replacement as per our client's requirements. Therefore considering the gravity of damages that could be suffered by the company, the company reserves its right to assess and recover such damages from you as it deems fit.
- In case of breach of these Terms of Employment or misconduct (which includes amongst other things failure to return to work after vacation, absconding from work, taking actions injurious to Publicis Sapien's business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), Publicis Sapien may terminate your employment without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.
- There will be no waiver of the aforesaid notice period requirements unless otherwise specified in this letter or subsequently communicated to you.

## CAUSE FOR TERMINATION

In case of breach of these Terms of Employment or misconduct (which includes amongst other things failure to return to work after vacation, absconding from work, taking actions injurious to Publicis Sapien's business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), or violating any terms of remote working arrangement as per annexure 'D'. Publicis Sapien may terminate your employment without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.

## PROPRIETARY INFORMATION AND CONFIDENTIALITY

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.

During your employment with Publicis Sapien, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Publicis Sapien any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Publicis Sapien or any of our existing or prospective clients. Upon joining, you will be required to sign the standard Publicis Sapien Non-Disclosure, Non-Solicitation and Non-Competition Agreement regarding these and other matters relating to your employment.

## INTELLECTUAL PROPERTY

All the proprietary rights title and interests in any and all intellectual properties, such as ideas, inventions, or works which are conceived, developed or prepared by you during your employment with the Company, shall vest with the Company absolutely.

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## COMPLIANCE WITH POLICIES

You acknowledge that being an employee of Publicis Sapient you must comply with the corporate policies and procedures ("Janus") of the Publicis Groupe. You also understand and acknowledge that these policies and procedures are continually evaluated and these may be amended or altered from time to time and as applicable and enforced shall be binding upon you.

## PERSONAL INFORMATION

You acknowledge and understand that Publicis Sapient will process your personal information including your sensitive personal data or information ("Personal Information") for purposes set out in the Data Privacy Policy which is available on the Company's intranet.

By accepting the terms of employment, you hereby consent to the collection and disclosure of your Personal Information by Publicis Sapient to and from third parties and for the transfer of your Personal Information by Publicis Sapient to Publicis Sapient group companies, suppliers and customers within and outside India, where it is necessary for purposes related to your employment or where it is legally required. The reference to "sensitive personal data" above is to the categories of personal data identified by data privacy laws as requiring special protection.

You also agree to comply with the Personal Information Protection Policy ("Policy") which is available on the Company's intranet in all the data processing activities which you may perform on Publicis Sapient's behalf. In particular, you agree not to use any Personal Information other than in connection with and to the extent necessary for meeting the business requirements of Publicis Sapient.

## DISCLOSURE AGREEMENT

You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between you or any immediate relative, any such interests or circumstances which may arise during your employment.

## INSIDER TRADING

Please note that during the period of your employment with Publicis Sapient and for a reasonable period thereafter, you will be strictly required to follow guidelines regarding insider trading and that will require compliance with U.S. Securities laws, including but not limited to not sharing of non-public information about Publicis Sapient or any of its Clients or affiliates that may trigger insider trading violations, with anybody, including spouse and family.

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## ABSCONDING CLAUSE

If you absent yourself without approved leave or remain absent beyond the period of leave originally approved or subsequently extended, the same shall be considered as you having voluntarily terminated the employment without giving notice unless you

- Return to work within three days of the commencement of such absence, and
- Give an explanation to the satisfaction of the Company regarding such absence.

## LEAVE

You will be entitled to leave, holidays and other service benefits as per the rules of the Company as amended from time to time.

## TRAVEL

You may be required to travel on Company work and you will be reimbursed expenses as per the Company policy.

## PLACE OF WORK

You may, during your employment with the Company, be considered for employment or assignment at any other work place/branch/division of the Company within India or in any other country where the affiliates of the Company do business. Decisions for such transfers, which may be for short duration or of a long-term or permanent nature, will depend on your suitability for the intended task and other relevant factors. In the event that such a transfer is requested by the Company, you will be required to report for duty at the new place of work from the effective date communicated to you in this regard.

## WORK SHIFTS

Please note that may Publicis Sapient require you to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you. Shift Work will be in accordance with the prevalent "Shift Work Policy" of the company.

## EMPLOYMENT RESTRICTIONS

Your employment with Publicis Sapient is conditional upon your not being employed simultaneously, whether full time or part time or as a contractor, with any other organization, person or entity. In the event you opt to become a partner in a partnership firm or a Director on the Board of any Company, you are required to seek prior written approval from People Success Lead. Publicis Sapient will have the sole discretion to approve or disapprove such a request based on Publicis Sapient's internal guidelines for deciding such requests.

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## BACKGROUND CHECK

This clause is applicable to you during your probation period also. Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of your appointment. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically cancelled and your services will be terminated. If required, Publicis Sapient may also conduct client specific background checks regarding you after the commencement of your employment, in the event that a Publicis Sapient client requires background checks to be conducted as an eligibility condition for working on projects for such client and if you are staffed / are to be staffed to any such project. In the event any client prescribed background checks are to be conducted, you will be required to cooperate fully in the exercise and disclose the relevant information required from you for successfully completing such background check. Based on the results of such background check, Publicis Sapient reserves the right to withdraw your staffing on such project, or to take disciplinary action against you as appropriate.

## DOCUMENT SUBMISSION

You are solely responsible for the settlement of any and all dues, financial obligations and notice periods (collectively, "Dues") owed to your previous employer(s). In addition to the documents listed in Annexure C, you must submit the "relieving letters" from your previous employer(s) at the time of joining, or within two months of joining Publicis Sapient. In case you fail to submit your "relieving letter(s)" to Publicis Sapient, you must provide Publicis Sapient with a written explanation, which may be accepted or rejected by Publicis Sapient, in its sole discretion.

You further agree that, at all times during your employment with Publicis Sapient and any time thereafter, you will indemnify and keep Publicis Sapient indemnified against any judgment, loss, liability, damage, claim, or cost that may be incurred by Publicis Sapient, whether directly or indirectly, arising out of or in connection with your non submission of the relieving letter(s) from your previous employer(s) or for nonpayment of your Dues to your former employer(s). In the event any such claim is made against Publicis Sapient, or if the explanation provided by you for non submission of the "relieving letter(s)" is found to be unsatisfactory, Publicis Sapient reserves the right to take appropriate action against you including, but not limited to, termination of your employment.

## CHANGE OF ADDRESS

You shall keep Publicis Sapient informed of your latest postal address at all times and intimate in case of change of address. Any communication sent to you by Publicis Sapient on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

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<b>Annexure "B" to Offer Letter</b>	
<b>Elements of Compensation</b>	<b>Frequency of Payment/ Claim</b>
<b>A. Base</b>	
Base comprises of fixed and flexible elements of base compensation. People have a choice to decide on the flexible elements of base compensation.	
<b><u>Fixed Elements of Base Compensation</u></b>	
<b>1. Basic salary</b>	
	Monthly
<b><u>Flexible Elements of Base Compensation</u></b>	
<b>2. House Rent Allowance (HRA)</b>	
HRA is paid to people to meet cost of rental accommodation. HRA is a flexible component and can be fixed by the person either at 10% or 21% of Base Salary.	Monthly
<b>3. Leave Travel Assistance (LTA)</b>	
LTA can be fixed by the person as per the entitlement based on individual's career stage. If an individual does not opt for LTA default amount set is zero. It can be claimed only once in a year and is exempt from income tax twice in a slab of 4 years For other two years LTA amount will be paid as taxable.	Annual
<b>4. Special Allowance</b>	
The special allowance is equal to Base minus (Fixed elements plus Flexible Elements) chosen by the person	Monthly

<b><u>Optional Benefits</u></b>	
<b>5. Meal Coupons</b>	
This is an optional benefit to buy meals from the office cafeteria or from across hundreds of restaurants across India at INR 100 per day for 20 (on an average) working days.	Monthly
<b>6. Car Lease Scheme</b>	
There is an optional car lease scheme available for Sr. Associates and above at the time of Joining Publicis Sapient. Associates can join the car lease scheme on satisfactorily completing 2 years at Publicis Sapient.	Monthly

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**Tel:** +91 (22) 6804 3600 **Fax:** +91 (22) 6804 3601 **CIN:** U74110MH1972FTC015798

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Noida – 201301  
Uttar Pradesh, India

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**FAX** +91 (120) 479 5001

**TLG India Private Limited**  
Bagmane Constellation Business Park,  
2870, Building Virgo, Outer Ring Road,  
Doddanekundi Circle, Marathahalli Post,  
Bengaluru - 560037 Karnataka, India

**TEL** +91 (80) 6128 0000  
**FAX** +91 (80) 6128 0001

<b>7. Car Fuel &amp; Maintenance</b> (Self owned cars / Car Lease Enrollees)	
Optional benefit to enroll in to Car Fuel and Maintenance for people enrolled in car lease (Limits basis career stage) or self-owned car (Limit: INR 2000 per month). Default amount will be set as zero.	
<b>8. Driver's Salary</b> (Self owned cars / Car Lease Enrollees)	
Optional benefit to enroll in to Driver Salary for people enrolled in car lease (Available for Managers and above and limits basis career stage) or self-owned car (Available for all career stages and limit: INR 1000 per month). Default amount will be set as zero.	
<b>B. Retirals (Company Contribution)</b>	
<b>9. Provident Fund (PF)</b>	
As per the current rules and regulations governing the company's PF scheme, the person contributes 12% of the basic salary to the fund and the company contributes an equivalent amount. In case the basic salary is less than INR 15,000, the contribution shall be INR 1,800.	Monthly
<b>10. Gratuity:</b>	
Gratuity is calculated at 4.81% of the basic salary (1.684% of Base Salary). It is payable when a person leaves the services of the company after completion of a minimum of 5 years. The maximum value is INR 20,00,000.	Annual

**The above stated elements of compensation are taxable as per applicable income Tax Laws.**

**TLG India Private Limited**  
GIL SEZ, Candor Techspace,  
Building No. 1, Tower B, Ground – 3rd Floor,  
Building No. 2, Tower A, Ground & First Floor,  
Building No. 5, Ground & First Floor,  
SEZ Sector 21, Village Dundahera,  
Gurgaon - 122016 Haryana, India

**TEL** +91 (124) 672 4000  
**FAX** +91 (124) 672 4027

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**Other Benefits**

Benefits	Frequency of Payment/ Claim
<b>1. Group Medical Insurance</b>	
This is a group medical insurance cover for Publicis Sapien people during their employment with Publicis Sapien with a total floating medical cover of INR 3,00,000 per family and corporate buffer of INR 5,00,000 (INR 15,00,000 in case of critical illness) covering self, spouse and two children. For more information please read through the details available on the Publicis Sapien People Portal.	Annual
<b>2. Group Life Insurance</b>	
Term Life Insurance (TLI) is the most basic form of life insurance. If the death of the insured individual occurs within his/her Publicis Sapien tenure, the insurance company will pay the death benefit. No money is paid at the time of individuals exit. For more information please read through the details available on the Publicis Sapien People Portal.	Annual
<b>3. Group Personal Accident Insurance</b>	
Personal accidental is an insurance cover wherein, in the event of the person sustaining bodily injuries resulting solely or directly from an accident by external, violent and visible means, resulting into death or disablement. For more information please read through the details available on the Publicis Sapien People Portal.	Annual

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**Annexure "C":**

**Documents to be submitted prior to joining for Background Check purpose (Scanned format required):**

Components	Mandatory Documents (Scanned)
<b>Highest Education Qualification Attained</b>	<ul style="list-style-type: none"> <li>a. Degree / Provisional Certificate</li> <li>b. Final Year / Consolidated Mark Sheet</li> </ul>
<b>All Employments in last 05 years</b>	<p><b>For All Previous Employments -</b></p> <ul style="list-style-type: none"> <li>a. Experience OR Relieving Letter</li> <li>b. Offer Letter</li> <li>c. First and Last Pay Slips</li> </ul> <p><b>For Current Employment -</b></p> <ul style="list-style-type: none"> <li>a. Offer Letter</li> <li>b. Last 02 Months' Pay slips</li> </ul>

**Documents to be submitted on the Date of Joining:**

Components	Mandatory Documents (Hard Copy)
<b>For Employment Records</b>	<ul style="list-style-type: none"> <li>a. Experience and Relieving Letter (only from the last organization)</li> <li>b. Provident Fund (PF) number, Universal Account Number (UAN) and other details from the previous organization {For PF Transfer}</li> </ul>
<b>For Salary Account Opening Formalities</b>	<p><b>For New Salary Account -</b></p> <ul style="list-style-type: none"> <li>a. 1 colored passport size photograph</li> <li>b. Proof of Identity (PAN / PASSPORT / VOTER ID CARD)</li> </ul> <p><b>For Existing Citibank/ICICI/YES Bank Account Holders -</b></p> <ul style="list-style-type: none"> <li>a. Account Details</li> </ul>
<b>Identity &amp; Address Proof</b>	<ul style="list-style-type: none"> <li>a. 1 colored passport size photographs</li> <li>b. 2 copies of PAN Card</li> <li>c. 2 photocopy of Permanent Address proof(Aadhar Card is a mandatory document, if you don't have one please apply ASAP)</li> <li>d. Passport copy</li> </ul>

**Please Note:** If you "**DO NOT**" have the UAN number, immediately apply for it, by logging on to the below link [http://www.epfindia.com/site\\_en/CitizensServices.php](http://www.epfindia.com/site_en/CitizensServices.php)

**Please Note:** If you "**DO NOT**" have the PAN card, immediately apply for it, by logging on to the below link <https://tin.tin.nsdl.com/pan/index.html>

**Note:** Any delays in submitting the PAN details will lead to delay in processing your salary

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Building No. 2, Tower A, Ground & First Floor,  
Building No. 5, Ground & First Floor,  
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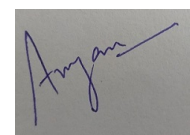
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**FAX** +91 (80) 6128 0001



Signature (Aryan Yadav)

HRD/3T/1002393738/21-22

September 14, 2021

Mr. Shantanu Shukla  
Flat No. 303, Pushpi Apartment  
Sharda Nagar, Kanpur  
Kanpur nagar-208025  
India

Ph: +91-8948797164

Dear Shantanu,

Welcome to Infosys!

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

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

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

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.09.14 14:19:43 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
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Electronics City, Hosur Road  
Bangalore 560 100, India  
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askus@infosys.com  
www.infosys.com

HRD/1002393738/21-22

September 14, 2021

Mr. Shantanu Shukla  
Flat No. 303, Pushpi Apartment  
Sharda Nagar, Kanpur  
Kanpur nagar-208025  
India

Ph: +91-8948797164

Dear Shantanu,

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

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **23-Sep-2021**.

### **Location**

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

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

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

### **Training**

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



## **Probation and Confirmation**

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

## **Leave**

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

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

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

## **Agreement**

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

## **Compensation and Benefits**

### **Salary**

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

### **Training Performance - linked Incentive**

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

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

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

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

## **Notice Period**

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

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

## **Background Checks**

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

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

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

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

## **Other Terms and Conditions**

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

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

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

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

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

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

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

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

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

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

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

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name                                      Location

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2021.09.14 14:19:43 IST  
Reason: Digitally Signed  
Location: Bangalore

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

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

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

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

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

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

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

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

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

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

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

HRD/3T/1002393760/21-22

September 8, 2021

Mr. Sharad Patel  
I-2/3 Awas Vikas 1  
Kalyanpur  
Kanpur nagar-208017  
India

Ph: +91-9198257539

Dear Sharad,

Welcome to Infosys!

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

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

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

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.09.08 13:46:30 IST  
Reason: Digitally Signed  
Location: Bangalore

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CIN: L85110KA1981PLC013115  
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Electronics City, Hosur Road  
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HRD/1002393760/21-22

September 8, 2021

Mr. Sharad Patel  
I-2/3 Awas Vikas 1  
Kalyanpur  
Kanpur nagar-208017  
India

Ph: +91-9198257539

Dear Sharad,

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

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **20-Sep-2021**.

### **Location**

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

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

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

### **Training**

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

## **Probation and Confirmation**

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

## **Leave**

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

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

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

## **Agreement**

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

## **Compensation and Benefits**

### **Salary**

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

### **Training Performance - linked Incentive**

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

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

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

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

## **Notice Period**

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

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

## **Background Checks**

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

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

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

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

## **Other Terms and Conditions**

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

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

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

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

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

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

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

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

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

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

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

Date: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_                                  \_\_\_\_\_  
Print your full Name                                  Location

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2021.09.08 13:46:30 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
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Bangalore 560 100, India  
T 91 80 2852 0261  
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www.infosys.com

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

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

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

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

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

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

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

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

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

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





**TATA** CONSULTANCY SERVICES



**ADITI  
KHARADI**

Card No 228042  
Associate No 1951517

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

>  
accenture



**Vishnu Chauhan**

**13221256**

# Welcome to Wipro

Inbox



careers@wipro.com 10 Jan  
to me, akanksha.mishra3 ✓



Human Resources  
Shared Services: Updates

Welcome

**IMPORTANT- DO NOT** share your employee number or the default password with anyone before completing your password reset. Treat these as confidential.

Dear Akanksha,

Congratulations and welcome to the Wipro Family! We are committed to provide you a great onboarding experience.

Your employee ID is 20257204, your date of joining is January 10, 2022.



**12-Jul-2021**

Deepika Singh  
University Institute of Engineering and Technology  
Kanpur  
Uttar Pradesh

Dear **Deepika**,

We are pleased to offer to you an opportunity for full-time employment with WM Global Technology Services India Private Limited ("**The Company**"). If you accept our offer, your tentative joining date will be on **29-Jul-2021** or such other date as communicated by the Company.

Attachment A contains the terms and conditions of your employment with the Company.  
Attachment B contains the details of your compensation and benefits, which is subject to appropriate taxes. These taxes will be deducted from your pay.

If you accept our offer of employment, please sign in the space provided on Page 6 and return to us within 3 business days from the date of this letter. Our offer shall automatically lapse unless we receive your acceptance within the designated time or unless we grant an extension of time due to extenuating circumstances.

You are required to handle this letter with all terms and its contents as strictly confidential, including but not limited to compensation, and you may not disclose or discuss the same, externally or with co-workers, without the Company's prior written consent.

We look forward to you joining our team and contributing to the Company's success. Should you have any questions or would like to discuss the terms and/or conditions of this offer, please feel free to contact your recruiter.

Yours sincerely,  
For WM Global Technology Services India Private Limited