



Date:15-Apr-2015

To

Deepa U Joshi
BELLARY

Sub: Offer of Employment

Dear Deepa U Joshi,

Congratulations! We are pleased to make you an offer to be part of building a memorable organization at Mindtree. Welcome to Mindtree family. We are confident that you will build a long and mutually rewarding career with us. It is individuals like you who build a world-class company

This offer is for joining Mindtree as an Engineer in the competency level, C1.

The Joining date is being planned and would be communicated to you soon and your reporting location will be Mindtree Kalinga, Bhubaneswar, Odisha (India).

On joining, you will be part of our Orchard Learning Program which helps you to transition to the corporate world of technology solutions. The details of the program are provided in the subsequent sections of this letter.

The location of Orchard Learning Program is Mindtree Kalinga, Bhubaneswar. On successful graduation from Orchard Learning Program you will subsequently relocate to your work location based on business requirements.

Please go through the Annexures to this Offer of Employment for the full offer details.

Your employment will be governed by the rules, regulations and policies of Mindtree. Please note that this offer of employment is subject to the below:

- Completion of the required degree that you are currently pursuing, without any backlogs (subjects where you have not obtained the passing marks) at the time of joining.
- Secure 65% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$



- Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.
- The Service Agreement signed by a guarantor and two witnesses along with their address details. Please read this carefully before you sign on it.

Please accept the Offer of Employment as a confirmation of your acceptance within 5 days from the receipt of this mail

Please do not hesitate to contact us at campus@mindtree.com if you need any clarifications.

We wish you a long and successful career with Mindtree.

Naveen K
Head - Campus Talent Acquisition
Mindtree Limited

Enclosed: Annexure to your Offer of Employment

Acceptance

I, Deepa U Joshi, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexures.

Your Signature	
Your Name in Capital letters	
Date	
Place	



Annexure to your Offer of Employment

Terms and conditions for this Offer of Employment

All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining.

The term, 'the Company' refers to Mindtree Limited.

This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time.

You are also bound by the terms relating to Non-Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 1 and 2, Service Agreement (Annexure 3) and Mindtree Kalinga Code of Conduct (Annexure 4).

You are requested to contact the People Function for any clarifications on policies/rules/regulations, which are applicable to you. We expect you to keep the salary details confidential at all times

1. Orchard Learning Program

On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

Orchard Learning Program spans for 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you through a Learning Advisory Document separately.

Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program.

If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation that shall be sent to you.

If you do not meet the qualifying criteria, the offer herein shall stand terminated with no further assurances, risk or liability of Mindtree.

Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.



2. Confirmation of Employment

Upon confirmation, your designation will be "Engineer" and in the competency of C1 will continue.

Please note that the date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, retention bonus payout, vacation or leaves as per general policy, loans & other benefits etc. The Service Agreement signed by your guarantor, witnesses and you is in effect from your date of joining.

All confirmation will be aligned to 1st day of the succeeding month of successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day during the month of June 2015, the date of confirmation will be 01-Jul-2015.

The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

Please note that your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, Service Agreement etc., are not complied with.

Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

3. Compensation & Benefits

During the Orchard Learning Program, you will be paid a stipend of INR 18,000 per month. Please refer Annexure 1 for details.

On successful completion of the Orchard Learning Program, and upon written confirmation by Mindtree your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 320,004 which includes Cost to Company component of INR 290,004 per annum and a Retention bonus component of INR 30,000, which is a one-time payout. Please refer to Annexure 2 for details.

All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

You will be covered under insurance from the date of joining, as detailed in Annexure 1.

You will be eligible for relocation benefits for the relocation from Mindtree Kalinga to your work location, as per the existing relocation policies for Campus Minds.



The performance management and career progression will be as per the existing policies.

You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of retention bonus, payment of year-end payout component of performance bonus, compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like retention bonus, gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

4. Vacation and leave

No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

On confirmation, you will be eligible for leaves as per the general leave policy.

5. Termination of employment

5.1. During Orchard Learning Program

5.1.1. Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.



5.1.2. Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing and provide a notice period of 10 days. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures as listed in the Service Agreement and return of the Mindtree assets, within two working days.

Mindtree shall be entitled to terminate your employment during the Orchard Learning Program for convenience with a prior written notice of thirty (30) days.

5.2. After Confirmation

5.2.1. Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on performance/disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply.

In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

5.2.2. Termination for convenience

If you wish to terminate your employment, you will be required to give an advance notice of **three (3) months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree, including the amount mentioned in the Service Agreement if last date of employment is within 2 years from the date of joining. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side, Mindtree at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds.

If Mindtree terminates your employment, for reasons other than performance/disciplinary grounds, you will be given an advance notice of three months, in writing. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

Salary means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.



5.3. Common guidelines to be complied with, on termination for any reason, and at any time of your employment

On termination of your employment for any reason, you shall comply with the Service Agreement, and with Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures.

If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.

Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

6. Nature of employment

This offer of employment is made on the clear understanding that your employment is on full time basis and that you will not undertake any other part time or full-time work, without the prior written consent of Mindtree.

The consent may be given, subject to any terms and conditions that the Company may deem fit and the consent may be withdrawn at any time, at the discretion of the Company.

Also, this is a position of continuous responsibility and you shall devote yourself fully for the discharge of your duties.

7. Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Acceptance of this offer letter also amounts to acceptance of the Service Agreement, which is a separate document as Annexure 3.

8. Transfer

You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from Mindtree Kalinga to the work location will be as per the existing relocation policy for Campus Minds.



9. Retirement and retirement benefits

Your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

10. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your work, such developments will be fully communicated to the Company and will remain sole right/property of the Company.

11. Code of Conduct

Mindtree has a 'Code of Conduct' that is applicable during your stay at Mindtree's Global Learning Center at Mindtree Kalinga, Bhubaneswar, for the Orchard program as well as outside of Mindtree at any other Mindtree premises.

You will be requested to sign your acceptance and adhere to these policies and terms and conditions upon joining.

12. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

13. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining at Mindtree Kalinga will be borne by you and will not be reimbursed by Mindtree.



Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

Name : Deepa U Joshi
Competency : C1
Designation : Engineer
Stipend : INR 18,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- INR 7470 per month covering for
 - o Accommodation on twin share basis on a subsidized cost.
 - o Breakfast, Lunch and Dinner.
- Premium for Insurance which is INR 385 per month.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of payout.

You will be covered for Insurance benefits as prevailing at the time of joining. The following are the coverage for 2014-15 for your reference. You will get more details on joining.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 400,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 1,250,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,250,000.



Annexure 2

Compensation stack effective from the date of confirmation

Name : Deepa U Joshi

Competency : C1

Designation : Engineer

All figures are in INR.

The total offer is INR 320,004 and consists of the following components.

Component	Amount
Cost to Company (CTC) per annum	290,004
Retention Bonus ¹	30,000
Total Offer	320,004

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	78,000
Flexible Expenditure Plan (FEP)	158,280
Provident fund	9,360
Gratuity	3,744
Insurance ²	4,620
Emergency Medical Fund	1,200
Gross	255,204
Performance bonus ³	34,800
Cost to Company	290,004

¹ Retention Bonus is a one time payout and will be paid upon completion of 12 months with Mindtree from the Date of Confirmation, as per applicable eligibility.

² The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.



Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage by taking an additional top-up. If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

³ The per annum on plan performance bonus is 12% of CTC. More details of the performance bonus plan will be available on joining.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

11th Jan 2018

To,
Ms. Priyanka A
Bangalore

Dear Ms. Priyanka A

It gives me great pleasure to welcome you to **HYVA IT SOLUTIONS**. HYVA IT SOLUTIONS is pleased to offer you employment on the following terms:

1. Position:

You will report directly to **Project Manager** and serve in a full-time capacity as **Trainee Java Developer**, with complete responsibility for the task assigned to you may be asked to participate in, or lead, other project and initiatives relationships may change as per the requirements of the company. You are not supposed to work in Part-time or as a freelancer or as a service provider to any other company. Report to work as scheduled and seek approval from their **Project Manager** in advance for any changes to the established work schedule, including the use of leave and late or early arrivals and departures.

2. Offer Validity:

This offer is valid from 18th Jan 2018 and is based on the information / details furnished in your application for employment. If, at any time in future, it comes to our notice that any of this information furnished by you or any declaration made by you is incorrect or that any relevant / material information has been withheld or suppressed, or that you have disclosed any information intending to mislead the Company, then your employment is liable to be terminated without notice.

3. Probation:

You would be on probation for a period of 3 months from the date of your joining duty and on satisfactory completion; your case will be considered for confirmation. The said period of probation is liable to be extended further or dispensed with earlier, at the discretion of the management of the Company. If your service are found unsatisfactory at any time during the period of your probation, your appointment will be terminated / cancelled without notice or compensation in lieu of notice. In the event of your resigning from the service of the Company during probation, you will be required to give one month's notice or an amount equivalent to one month's in lieu thereof. However, it would be at the discretion of the management to waive the notice period. If you take leave continuously for more than 2 days without the permission of the superiors, you will be terminated.

4. Salary:

You will be paid in Indian Rs. 10000/- (Per Month). This Salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

Aresh Kam

BANGALORE: HYVA IT Solutions, HYVA Primus, #45/155, 5th Main, Next to IBM, Bannerghatta Main Road, Bengaluru - 560029

MALAYSIA: myHYVA IT Solutions . Sdn. Bhd, No. 23-2, Jalan Wangsa Delima 1A, Seksyen 5, Pusat Bandar Wangsa Maju, 53300 Kuala Lumpur Tel: +603-4141-5073

UK: Boleill, Wingerworth, Chesterfield, Derbys S42 6RG Tel: + 44 (0) 1246 272725 Fax: + 44 (0) 146 220095

5. Working Hours, Holiday and Leave:

You will observe a Six day working week and will be required to come on shifts .The shift timings will be decided by the Company / Supervisors and shall be subject to change from time to time. You may be required to report on duty on holiday and weekly day - off depending on exigencies of work. You will observe the working hours, holidays and leave rules as per the guidelines applicable to all employees of the Company.

6. Agreement /Bonds:

You will execute necessary agreement, bond, guarantees and any other documents or paper, as required by the Company, at any time before or during your probation /service with the company. Offenses that significantly impact business operations and/or constitute neglect of duty, insubordination, the abuse of state resources, and an employee will be suspended and or demoted or transferred with reduced responsibilities and a disciplinary salary action or transfer to an equivalent position in a different work area with no change. Offenses that, for example, endanger others in the workplace, constitute illegal or unethical conduct; neglect of duty, disruption of the workplace, will result in termination unless there are mitigating circumstances.

7. Confidentiality:

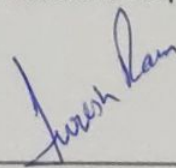
It is assumed, that you would, except in the proper course of your duties disclosed or divulge to any person or persons whomsoever other than in connection with the Company's business, or yourself make use of any information of a trade secret or confidential nature acquired by you during the period of such employment relating to the trade or business of the Company, or to the methods, process, appliances, machinery or plant used by it or to any experiments or research carried out by it or by any person in its employment with the Company irrespective of the scope of service in your new employment . The outside employment should not be with the competitors of the company. Report circumstances or concerns that may affect satisfactory work performance to management including any inappropriate (fraudulent, illegal, unethical) activities of other employees.

8. No restrictions:

By signing this letter agreement, you represent and warrant to the company that you are under no contractual commitments inconsistent with your obligations to the Company.

9. Separation:

For separation after confirmation, either party may give notice of separation of employment at any time, subject to 3 months notice or till the completion of the project whichever is later in writing or payment of a sum of money equal to 3 month's salary in lieu thereof. On such separation, you will give up all tools, accessories, formulae, documents, specifications any other property of the company in your custody, care or charge and obtain a clearance certificate from the relevant person in the department on production of which alone your dues, if any will be settled by the Company. You are not supposed to be either in contact or deal with our clients after separating from the company.



10. Other Service Conditions:

You will be subject to the rules and regulations of the Company, as promulgated and amended from time to time in relation to your conduct, discipline and other matters. They will be available with our HR Team.

All materials issued to you such as personal computers, printers, ID cards, magazines, documents, floppies, CD etc., are to be properly used and accounted by you. Any loss / misuse / damage of the same will be your responsibility and shall be at your own cost. No material / items or property of the Company should be taken out without prior written permission from your Supervisor.

It is clearly understood that you have induced the Company to rely on your representations that during any training, service or assignment, if any abroad, you would not abandon or terminate employment or switch employment, without completing the assignment or training or job or contract or the work for which you were sent abroad.

Please return the duplicate copy of this letter of appointment duly signed by you in token of acceptance of the conditions above.

We hope that you find the forgoing terms acceptable. You may indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this letter and returning them to the Company. We are truly excited to have you as a member of our team.

Very truly yours,

Ajesh Kain
HYVA IT SOLUTIONS

I have read and accepted the Offer

Date:



Mindtree

Welcome to possible

To

19-Nov-2015

Ms. Zeba Parveen S
Bangalore

Sub – Employment Letter

Dear Zeba,

We are pleased to make an offer to you to join Mindtree Ltd. as Junior Engineer - IMTS in competency T4. Your total cost to company will be Rs. 210,000/- per annum (This includes 12% of performance Bonus). You will also be entitled for one time Talent Bonus of INR 15,000. Please refer to the compensation stack for detailed break-up. You can get more details regarding performance bonus plan on joining. Details of the salary structure are given in the subsequent pages.

TERMS & CONDITIONS

This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time. Hence you are requested to contact the People Function for policies/rules/regulations, which are applicable to you. We expect you to keep the salary details confidential at all times.

NATURE OF EMPLOYMENT

This offer is made on the clear understanding that your employment is on whole time basis and that you will not undertake any other part time/full-time work, without the consent of the company. Also this employment is of continuous nature and does not entail any compensation for any overtime worked by you.

TRANSFER

You could be transferred to any of other offices/branches/subsidiaries/affiliates either domestic or abroad, should the need arise. You will abide by the company's rules and regulations as may be in effect from time to time with respect to your function, grade or location where you work in.

RETIREMENT

The service in the firm is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form will be treated as final.



Mindtree

Welcome to possible

METHODS

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the company, such developments will be fully communicated to the company and will remain sole right/property of the company.

CODE OF CONDUCT

Mindtree has a code of conduct, confidentiality and non-compete agreements, primarily to address working standards and business interests. You will be requested to sign your acceptance and adhere to these norms once you join the company.

TERMINATION

Either party may terminate the appointment by giving the other party one month notice in writing during the Learning Period and three months' notice in writing post learning period. Also, the company may terminate your services with immediate effect by paying three month's salary and allowances, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.

TAX IMPLICATIONS

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

REFERENCES

Also carry an academic reference letter at the time of joining Mindtree. You could get the reference letter from your college principal or HOD.

REIMBURSEMENT OF TRAVEL EXPENSE

Mindtree will reimburse one time travel expense from your hometown or institute to Mindtree. This will be limited to 2nd AC Train Fare or actual incurred whichever is lower and can be claimed against receipts.

Please note that this offer of employment is valid only if you successfully obtain the following.

- Obtain the degree that you are currently pursuing without any backlogs (subjects where you have not obtained the passing marks) at the time of joining.
- Secure 60% aggregate in the degree. Aggregate is calculated as follows:
 - Total marks obtained from in all the subjects from the First to Last Semester divided by total of maximum marks in all the subjects from First to Last semester.



Mindtree

Welcome to possible

- At the time of joining you will need to submit a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters.

You are requested to sign the enclosed copy and submit to us at the earliest as a token of acceptance of the offer.

We are confident that you will advance professionally and financially with Mindtree Ltd., through your diligence and professionalism.

For Mindtree Ltd,

Pankaj Khanna

Vice President – Revenue Assurance

Acceptance

I, Ms. Zeba Parveen S, agree to accept the employment on the terms and conditions mentioned in this appointment letter.

Zeba parveen . S
Name

Zeba
Signature

19-Nov-2015
Date

Bangalore
Place



Page 1 of Letter of offer to Archana BC dated MAR 18, 2015

Acceptance Letter: Kindly mail it back to us

Date: MAR 18, 2015

Archana BC
Plot No.-9, Guru Colony, 1st Cross,
Bellary, Karnataka - 583104
Email Id: archanaarchu.bc@gmail.com

Dear Archana,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer**, as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)⁽¹⁾ will be **INR 350008/-**

Following is the breakup of your TC:

All amounts in INR

	<u>Per Month</u>	<u>Per Year</u>
Basic Salary	10050	
Flexible Benefit Plan ⁽²⁾	14632	
Provident Fund (Company's Contribution)		14472
Gratuity		6852
Accident and Medical Insurance ⁽³⁾		4500
Company Incentive Plan ⁽⁴⁾ (CIP)		28000

- (1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
- (2) Basket of Allowances. Breakup of the FBP basket is given under 'Explanation of various benefits'
- (3) As per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952
- (4) As per the Payment of Gratuity Act, 1972
- (5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
- (6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP).

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

Page 1 of 6



Personal and Confidential

Page 2 of letter of offer to Archana BC dated MAR 18, 2015

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

Page 2 of 6



Personal and Confidential

Page 3 of letter of offer to Archana BC dated MAR 18, 2015

As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. In case an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

Page 3 of 6



Personal and Confidential

Page 4 of letter of offer to Archana BC dated MAR 18, 2015

Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) (from 1-6) with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 6063)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

**Suresh Hariharan
(Director – Talent Acquisition)**

TO: Aricent Technologies (Holdings) Ltd.

I agree to the above terms and conditions and hereby accept the offer from Aricent.

Signatures:

Archana.B.C

Name: Archana BC

Date: 9/4/2015

Page 4 of 6



Page 1 of Letter of offer to Ganigara Basavaraj dated MAR 18, 2015

Acceptance Letter: Kindly mail it back to us

Date: MAR 18, 2015

Ganigara Basavaraj
C/O Virupakha, Near Amaravathi Autostand, Amaravathi Hospet,
Bellary, Karnataka - 583201
Email Id: basavaraj.ganigar@gmail.com

Dear Ganigara,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer**, as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)⁽¹⁾ will be **INR 350008/-**

Following is the breakup of your TC:

All amounts in INR

	<u>Per Month</u>	<u>Per Year</u>
Basic Salary	10050	
Flexible Benefit Plan ⁽²⁾	14632	
Provident Fund (Company's Contribution)		14472
Gratuity		6852
Accident and Medical Insurance ⁽³⁾		4500
Company Incentive Plan ⁽⁴⁾(CIP)		28000

- (1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
- (2) Basket of Allowances. Breakup of the FBP basket is given under 'Explanation of various benefits'
- (3) As per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952
- (4) As per the Payment of Gratuity Act, 1972
- (5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
- (6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP).

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

Page 1 of 6



Personal and Confidential

Page 2 of letter of offer to Ganigara Basavaraj dated MAR 18, 2015

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

Page 2 of 6



Personal and Confidential

Page 3 of letter of offer to Ganigara Basavaraj dated MAR 18, 2015

As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. In case an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
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You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.



Personal and Confidential

Page 4 of letter of offer to Ganigara Basavaraj dated MAR 18, 2015

Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) {from 1-6} with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 6063**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Suresh Hariharan
(Director – Talent Acquisition)

TO: Aricent Technologies (Holdings) Ltd.

I agree to the above terms and conditions and hereby accept the offer from Aricent.

Signatures:

Name: Ganigara Basavaraj

Date: 8/4/15

Page 4 of 6



Personal and Confidential

Page 5 of letter of offer to Ganigara Basavaraj dated MAR 18, 2015

Explanation of Various Benefits

This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP), you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:

Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.



Personal and Confidential

Page 6 of letter of offer to Ganigara Basavaraj dated MAR 18, 2015

Company Incentive Plan (CIP):

Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

Provident Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life.

Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPF). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.

Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. **Loans:** Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

Page 6 of 6

**RENAULT NISSAN TECHNOLOGY &
BUSINESS CENTRE INDIA PRIVATE LIMITED**

Ascendas IT Park – Phase II, Mahindra World City SEZ
No. TP2/1, Natham Sub Post Office, Kancheepuram Dist., Tamil Nadu - 603002
CIN: U50401TN2007PTC064840, Tel: 91 44 6748100, Fax: 91 44 67481150

24-06-2016

Ref: HR/8366/Jun'16

Ms. Arpitha Bollalli,
Ballari Institute of Technology and Management,
Ballari.

Dear Arpitha Bollalli,

Congratulations!

We are pleased to offer you the position of **Trainee (Graduate Engineer)** with Renault Nissan Technology & Business Centre India Pvt. Ltd. Your location for reporting is Chennai (Mahindra World City), India and the scheduled date of joining is on or before **22-07-2016**. The offer stands withdrawn thereafter, unless the date is extended or communicated to you in writing.

Your annual gross salary will be **Rs. 3,00,000 /-(Rupees Three Lakhs only)** as detailed in Annexure 1. You will also be covered under the Company Group Insurance Scheme as per policy terms agreed by the company.

Your terms and conditions of employment are as mentioned in Annexure 2. You will be governed by the terms and conditions of the company and subject to any further amendments from time to time. You are advised to read the Annexure carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of you having understood and accepted the same.

In case of further clarifications with reference to your joining, please get in touch with our Joining Cell on Email: RNTBCI.Onboarding-humanresources@rntbci.com and you are requested to submit the copies of self attested document as per Annexure 1A at the time of joining.

Renault Nissan Technology & Business Centre India family welcomes and wishes you for a rewarding career.

For Renault Nissan Technology & Business Centre India Pvt. Ltd.,



S Arokia Sagayaraj
Vice President – Human Resources

Acceptance of Offer

Arpitha Bollalli

Encl : Annexure 1(Salary structure), Annexure 2(Check list of documents), Annexure 3(Terms & Conditions of Employment), Annexure 4(Mandatory Medical Checkup)

5th May 2017

Priyanka Kori
priyankakori22@gmail.com
+ 918861782538

Sub: Letter of offer

Dear Priyanka,

With reference to the discussions we had with you, we, on behalf of EntLogics technologies pvt ltd, are pleased to offer you the position of "Associate Engineer- Customer Success" and invite you to join EntLogics family.

You will be paid a monthly stipend of Rs 15,000/- and an additional Rs 1000/- per month as travel allowance.

You will be on probation for a period of 6 months from the date of joining. Based on your performance the probation period can be reduced and you will be confirmed in the services of the company. You will abide by the rules and regulations of the company as may be in force from time to time.

Refer Appendix A for the terms & conditions.
Refer Appendix B for the required documentation

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 8th May 2017 in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you. Again, congratulations and welcome to the EntLogics family.

Thanking You.

For EntLogics technologies private limited

Mrs Anuradha A.

Director

Appendix A: Terms & Conditions

1. This is full time employment. You will not engage yourselves in any professional/business activities other than EntLogics defined responsibilities.
2. As part of your role, you will be required to travel within India & outside India if required
3. For certain periods you will be placed at the customer site to discharge your duties.
4. Conveyance charges outside Karnataka will be borne by EntLogics. Travel charges inside Bangalore city will be borne by you if it exceeds the monthly travel allowance.

Appendix B: Documentation

The copies of the following constitute the required documents:

- 1) Class 10 or equivalent Mark sheet
- 2) Class 12 or equivalent Mark sheet.
- 3) Graduation Marks Sheet (Certificate).
- 4) Post Graduation Marks Sheet (Certificate). (If Applicable).
- 5) Work Experience Certificates.
- 6) Relieving Order from previous organization
- 7) Copy of last drawn payslip from previous organization
- 8) Five passport size photographs.
- 9) Copy of Passport / Address Proof.

Infosys®

POWERED BY INTELLECT
DRIVEN BY VALUES



HRD/3T/16-17/11018177

Mr. Raghavendra Naik K
Candidate ID: 11018177
No. 37/8, Opp. PGB Head Office, Nehru Colony,
4th Cross,
Bellary - 583 103

January 17, 2017

Ph: (91) 81234 81081

Dear Raghavendra,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

RICHARD LOBO
EVP - Head HR

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

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Digitally signed by LOBO RICHARD
Date: 2017.01.17 18:19:35 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/16-17/11018177

January 17, 2017

Mr. Raghavendra Naik K
Candidate ID: 11018177
No. 37/8, Opp. PGB Head Office, Nehru Colony,
4th Cross,
Bellary - 583 103

Ph: (91) 81234 81081

Dear Raghavendra,

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 **February 20, 2017**.

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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 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 22,500 per month** and Total Gross Salary post training will be **INR 27,084 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 15% 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 sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2016-17 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. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to 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 4,00,000** 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 150**.

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 months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

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 scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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

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, the cost of which will need to be borne by you.

Other terms and conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2015-2016. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires 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 - Head HR

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

Date: _____, 20____

Sign your name

Print your name

Location

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 post Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Raghavendra Naik K			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				7,730
FIXED DEARNESS ALLOWANCE (FDA)				1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)				11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)				1,678
MONTHLY GROSS SALARY				21,978
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				88
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of (Basic + FDA)				1,060
GRATUITY - 4.81% of (Basic + FDA)				425
FIXED GROSS SALARY (FGS) (1+2+3)				23,551
4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533	
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)				24,729
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)				25,906
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)				27,084
OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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 during the Training Period)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Raghavendra Naik K
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
MONTHLY GROSS SALARY	21,161

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	22,500

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.





Unistring Tech Solutions Pvt Ltd.

CIN : U72200TG2007PTC052628

Unistring Tech Solutions | Off: +91-40-59999440 | Fax : +91-40-24154434

UTS/HR/11/18

Date: 16th November 2018

To
Gavisiddappa Gurappa Halageri,
Ballari,
Karnataka.

Appointment letter

With reference to the interview, UTS-HR division is pleased to offer you, the Trainee role for Two months, your skills and performance will be evaluated during this period. Based on performance in the training period, either the training will be extended to 4 more weeks or the post of **Junior Application Engineer** will be confirmed on the following terms and conditions.

You are on a Minimum Commitment Period of **14 Months (2 months training period + 12 months of service)** starting from **16th November 2018**. You will be on Probation period for **Six months** and your performance during probation will be reviewed.

1. Salary & Revision

First Two months is your training period and you won't get paid during the training period. After training period Annual Salary will be concluded. After 1 year (along with loss of pay if any) of your service based on your performance your pay will be revised.

2. Code of Conduct:

- Your designation is merely indicative of the responsibilities, which you are required to carry out. The company shall be entitled require you, at any time, to perform any other administrative, techno-managerial, supervisory, or other functions and you will be bound to carry out such functions.
- You shall maintain proper discipline and dignity in your office shall deal with all matters with sobriety.

3. Company Policies:

From time to time, UTS will communicate important information about its policies by way of electronic mail notification. By signing this agreement, you agree to thoroughly review these policy communications and to abide by them.

H. NO: 16-2-741/B/2, Asmanghadh, Malakpet, Behind TV Tower, Hyderabad, Telangana, India-500 036

ISO 9001: 2008 CERTIFIED COMPANY

Website : www.unistring.com, E-Mail: ewlp@unistring.com



4. Deputation

- Your appointment is subjected to short deputation at different places in Telangana state or out of state and as such you may, at any time, be deputed to any of the offices of the company, its associates, organizations with whom the company has transactions, whether the office, subsidiary associate or organizations is in existence today or is to be set up hereafter. While every attempt will be made to give you reasonable advance notice of such deputation, however in case of emergency such deputation may be made effective immediately.
- On your deputation to any other place, you will observe the working timings and holidays as applicable to the location and place of work where you have been deputed with appropriate changes in remuneration.

5. Notice of Termination

- Your employment will be subject to termination on 1 two month's notice on either side. Company reserves the right to terminate your employment with immediate notice, in case of poor performance observed during the probation period. The company also reserves the right to terminate the employment, on immediate notice, in event of acts of in discipline.
- If you wish to terminate the service agreement before completion of minimum commitment period, you will not be eligible for any Performance based incentives and allowances that are due and also you need to pay to the company as per the bond which you have undersigned. In case of non-correspondence from your side for more than 10 days without prior permission will be considered as absconding and UTS shall process the surety bond legally.

6. Non Disclosure Agreement

You will be employed in UTS Pvt. Ltd., in a capacity in which you will or may receive confidential information, which is of value to UTS. That during the course of your employment there may be disclosed to you certain trade secrets of the Company; said trade secrets consisting of:

- **Technical information:** Methods, process, formulae, IP cores, codes for projects, technical documents, inventions, computer programs and research projects.
- **Business information:** Customer lists, pricing data, sources of supply, and marketing, production, or merchandising systems or plans.
- Since UTS develops products pertaining to defense application, employees are not allowed to maintain public network (LinkedIn) pages. Publication/uploading of any company products, projects or client related data in any outside company public/private network shall directly lead to immediate termination of job.



You therefore agree to abide by the following terms and conditions

- Regarding materials constituting Confidential Information, you shall not analyze or permit a third party to analyze any such materials except as agreed to in writing signed by the provider of such materials. You further agree to abide by any restrictions or conditions respecting the export or re-export of technical information disclosed hereunder.
- You shall not during, or at any time after the termination of your employment with the Company, use for yourself or others, or disclose or divulge to others any trade secrets, confidential information, or any other data of the Company in violation of this agreement.

That upon the termination of your employment from the Company:

- You shall return to the company all documents relating to the company, including but not necessarily limited to drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to the Company's business, or in any way obtained by you during the course of your employment. You further agree that you shall not retain any copies of the foregoing.
- The company may notify any further or prospective employer of the existence of this agreement.

This agreement shall be binding upon you and your personal representative and successors in interest, and shall inure to the benefit of the company, its successors and assigns.

The enforceability of any provision to this agreement shall not impair or affect any other provision. In the event of any breach of this agreement, the company shall have full rights to injunctive relief, in addition to any other existing rights, without requirement of posting bond.

Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment. This appointment letter is not valid if you don't submit the signed bond document given to you within one week.

For Hoisting Tech Solutions Pvt. Ltd.



HR Manager



Hoisting Tech Solutions Pvt. Ltd.

Accepted: 

Date: 19/1/22



BIZOTIC

Talent Solutions

#203, Vinyas Arunodaya, 18th Cross, 24th Main, J P Nagar 6th Phase, Bangalore - 560078

info@bizotictalent.com
www.bizotictalent.com

Reference No. Bizotic/RS/HR/2016-17/87

Date: 10th May 2016

To,

Mr. Nandish Kumar Chitragar
C/o Rindappa.c.,
5th ward, brahim street.,
Mariyammanahalli(post)
Pin - 583222
Hospet(tq)
Mobile: 9008005720

Dear Mr. Nandish,

Further to our interactions with you, we are pleased to offer you a position at **Bizotic Talent Solutions Private Limited** as **Trainee Engineer**.

1. You will be entitled to receive compensation and benefits (Fixed pay of Rs. 2,40,000 PA) as per the enclosed annexure.
2. Your employment would be subject to the terms & Conditions and company policy of **Bizotic Talent Solutions Private Limited**, mentioned in your offer letter, which will be issued to you on your joining.
3. You will be on probation for a period of one year from the date of joining.
4. Kindly sign a copy of this letter as a token of your acceptance to this offer.

Yours truly

For **Bizotic Talent Solutions Private Limited**

Ramyashree S

Ramyashree S

Head HR



Compensation Break up

Name	Nandish Kumar Chitragar	Position	Trainee Engineer
-------------	--------------------------------	-----------------	-------------------------

Sl. No.	Salary Components	Monthly	Annual (in Rs)
1	Basic	10,000	1,20,000
2	HRA	4000	48,000
3	Conveyance Allowance	2000	24,000
4	Medical Allowance	1000	12,000
5	Special Allowance	1800	21,600
6	Company's Contribution of PF	1200	14,400
	TOTAL REMUNERATION	20000	2,40,000



Ref:1645397/722897/Permt

Date: 14th November, 2018

Yerraguntla Rajeswari
H No: 21, Siddartha Colony
3rd Cross Gandhi Nagar, Ballari – 583104.
Phone No: 7090568411

Subject: Offer of Appointment

Dear Yerraguntla Rajeswari,

It is our pleasure to welcome you to **Tech Mahindra Limited**.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Customer Support** on **U1** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cost To Company" will be **Rs. 233122 (Rupees Two Lakhs Thirty Three Thousand One Hundred Twenty Two Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions. Your remuneration package is strictly confidential between you and The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
3. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
4. You are required to join on **15th November, 2018** and report to Rajeev Kushwaha at 12:00 PM to complete the joining formalities at **Tech Mahindra Limited, SEZ Block, Unit V, Bahadurpally, Hyderabad**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
5. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
6. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to Rajeev Kushwaha latest by **15th November, 2018**. In case of further clarifications, please get in touch with Offers Team (on E-Mail: PS00551100@Techmahindra.com, and quote the Reference No. as mentioned above).

With Best Wishes
For Tech Mahindra Limited.

Vishal Khanna
Head – Resource Management Group

Encl: **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Acknowledgement),

Accepted

Date:

Signature of Candidate:

Annexure - A

NAME	Yerraguntla Rajeswari	
TITLE	Associate Customer Support	
BAND	U1	
LOCATION	Hyderabad	
COMPONENTS		Per Annum (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)		45000
HRA (@50% OF BASIC)		22500
TRANSPORT ALLOWANCE		12000
STATUTORY BONUS		9000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)		5400
EMPLOYER'S CONTRIBUTION TO ESI (@4.75%)		9958
PERSONAL PAY		121142
TOTAL FIXED PAY..... (A)		225000
TOTAL VARIABLE PAY (TVP)..... (B)		0
ADDITIONAL BENEFITS..... (C)		8122
GRATUITY		2164
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)		5958
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)		233122

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the company's records.

2. **Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan" under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	
Medical Reimbursement	
Residential Telephone Reimbursement	
Car Scheme Policy	
Fuel & Maintenance	
Driver Salary	
Superannuation	-
National Pension Scheme	-

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component.

3. *Applicable, only if company transport is not availed.

(Contd...)

Annexure - A (Contd...)

4. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:

a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **20 Lakhs** to the beneficiary on the unfortunate death of the associate

b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of **3 Lakhs** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolment of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **2 Lakhs**.

c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of up to **5 Lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

5. **Deductions:**

1. The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards company provided transport, non-adherence as per disciplinary policies etc.
2. Statutory Deductions: The Company shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by the Company, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Policy applicable for the Financial Year
4. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
5. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
6. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'.

**With Best Wishes
For Tech Mahindra Limited.**

Vishal Khanna
Head – Resource Management Group

Annexure – B

1. Employment Agreement

a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of the Company. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

c) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

d) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- (i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure with the Company.
- (ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of the Company's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- (iii) You will not be employed by a client of the Company for which you performed services while employed by the Company.
- (iv) You will not solicit or induce the Company associates to join a client or to compete with the Company.
- (v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

e) Exclusivity of Services, Publications, Gifts/Anti-bribery

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

f) Confidentiality / Non-Disclosure

- a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.
- b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Company will either be Intellectual Property of the Company or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by the Company or the Client.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of 60 days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forewith terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. **Statement of Facts**

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies as communicated to the associates of the Company from time to time. These policies are available on the Company's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with the Company's policies. The Company reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

The Company shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without the Company's prior written authorization.

7. Restraints

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. Overseas Service Agreement

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. Intellectual Property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Hyderabad** only.

11. Retirement

This agreement automatically stands terminated on the day on which associates reach the age of retirement as per applicable company policy and for the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive. Employment with The Company will stand terminated at the end of Financial Year in which you attain the age of Superannuation. Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
14. You shall provide details regarding the utilization of your time by entering the same into the Company's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to the Company's timesheet system.
15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through the Company to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full :
Signature :
Address :
Date :
Place :

Annexure- C - Employee Medical Declaration Form

MEDICAL DECLARATION FORM			
Applicant ID		Associate ID <i>(To be filled by HR)</i>	
First Name:		Last Name:	
Gender: Male / Female		Date of birth (DD/MM/YYYY)	
			Blood Group

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature:

Name:

Date:

(DD/MM/YY)

Annexure – D – Checklist of Documents

At the time of joining, you are requested to bring the following documents in **original**, along with 2 copies of each.

- (a) Certificates' supporting your educational qualifications along with marks sheets
- Xth Certificate & mark sheets
 - XIIth Certificate & mark sheets
 - Degree Certificate & Semester/year-wise mark sheets
 - Master's Certificate & Semester/year-wise mark sheets
 - Diploma/PG Diploma Certificate & Transcripts
 - Any other Certificate with supporting documents – if any
- (b) Your latest salary slip or salary certificate
- (c) Proof of Date of Birth
- (d) Aadhar Card (Mandatory)
- (e) Marriage Certificate (wherever applicable)
- (f) Your relieving letter from your present organization
- (g) Service Certificate from the last employer as well as all previous employers.
- (h) Acceptance copy of Tech Mahindra Limited offer of appointment duly signed
- (i) Form 16 or Taxable Income Statement duly certified by previous employer (Statement showing deductions & Taxable Income with break-up) where applicable.
- (j) Eight passport-sized color photographs (White background mandatory).
- (k) Valid Passport
Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.
- (l) PAN Card and Proof of PAN Number
You **MUST** carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.
- (m) Personal data form, enclosed to be filled-in completely and submitted at the time of joining.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer. Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

Annexure E - Confidentiality Agreement

I understand that during my employment with the Company, I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as “confidential information”.

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to the Company or which the Company is under an obligation to prevent this disclosure.
- 3) Information from the Company’s vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
 - The confidential information shall remain the sole and exclusive propriety of the Company and I shall regard it as confidential and secret information.
 - The confidential information is the property considered to be the trade secrets of the Company because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of the Company.
 - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at the Company.
 - I will not, during and after my employment at the Company, publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by the Company to receive such information.
 - I will not copy and confidential information for any purpose except with the express consent of the the Company officials or the expressed written authorization of the third party owner.
 - Upon termination of my employment with the Company, or at any other time at the Company’s request, I agree to return promptly to the Company, all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to the Company which in any way were obtained by me during my employment at the Company which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to the Company upon termination of my employment.
 - This confidentiality agreement will continue to be in effect after the termination of my employment with the Company.
 - IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date :

Annexure - F - Intellectual Property Assignment

Associate Name:

Associate ID:

Date:

In consideration of my employment with the Company and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of the Company and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) Intellectual Property Assignment

I hereby assign, to the Company or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating or developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by the Company whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

The Company shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, the Company is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever through out the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of the Company I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by the Company to secure to the Company, its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) Restrictions after Termination

I further agree upon termination of my employment to surrender to the Company all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of the Company The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with the Company.

WITNESSED

ACCEPTED

Annexure – G

Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment “Tech Mahindra Limited”, and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by the Company. I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of the Company during the term of my employment with the Company either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. Actions Required on Termination: Upon termination of my employment at the Company whether voluntary or involuntary (or at any other time upon the request of the Company), I shall return to the Company all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. Covenant Against Disclosure: I understand that it may be desirable and necessary for the Company or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer the Company I also agree to keep the contractual relationships of the Company with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of the Company's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with the Company before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies the Company in writing of the prospective order, or proceeding giving rise to such order, and (ii) The Company has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, the Company shall be entitled, in addition to all other remedies otherwise available to the Company to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that the Company shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to the Company any costs and attorneys' fees reasonably incurred by the Company in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. Ownership of Work Product: The Company shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of the Company or any research or development conducted by the Company I agree to assign, disclose and deliver to the Company as the Company's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as the Company may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. Partial Restriction on Post-Termination Competition: The Company expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect the Company's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that the Company's customers or competitors may attempt to cause me to leave the Company and wrongfully gain the benefit of the Company's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for the Company's investment, development efforts, product, strategy, proprietary and Confidential Information, but the Company believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect the Company's interest, giving due regard to both my interests and the interests of the Company.

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with the Company (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of the Company for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from the Company provided, however, that this restriction shall apply only to customers of the Company with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for the Company within the 12 months period preceding the date my employment with the Company ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of the Company for which I am providing services on behalf of the Company that are competitive with the products and services available to the client from the Company provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a the Company associate; or (2) induce or solicit any associate of the Company to seek or obtain such employment with a customer of the Company This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect the Company's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect the Company's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that the Company provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, the Company may take legal action against me as follows: (1) The Company may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of the Company, an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, the Company shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. Severability: Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. Binding Effect: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of the Company. (Together with their successors and assigns).

13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.

14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to the Company. for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20__

Signature

Name of Candidate

For and on Behalf Of
Tech Mahindra Limited



Vishal Khanna
Head – Resource Management Group

Annexure – H

ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between **Tech Mahindra Limited** "Company" and the **Yerraguntla Rajeswari** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable. I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment.

I, **Yerraguntla Rajeswari**, hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this _____ day of _____ (month), ____ (year), and hereby acknowledges, understands and agrees to the above.

Signature:

Name:

Witness/ Notary Public: _____

Letter of Intent (LoI)

Dear Amit Kumar Ranjolkar.

We are happy to announce that you have been offered an employment with PARC IBeON's client

Dell

as an

Desktop Support Engineer

with reference to the discussions you had with us for an opening in our Company.

Your emoluments fixed would be approx 1.8 L Per Annum

(In words: One lakh eighty thousand only.)

as the total Cost to Company (CTC).

Your working location will be in the said company as mentioned above.

You are hereby requested to report to us on 15th Oct 2017.

We would require you to submit the following documents and information to Human Resources at the Time of Joining.

- 1. Photocopies of all Certificates & Marks Cards starting from 10th, Pre-Degree, graduation/Post-graduation.
- 2. Experience / Relieving Letters from the first Employment till date. (If any)
- 3. Recent pay slips with authorized signatory from the last employer. (If any)
- 4. Photocopies of your Address and Identity proof.

For PARC IBeON Business Solutions Pvt. Ltd.,

Authorized signatory seal



[24]7

Date: 06-Oct-2017

Mr. Vijayadurgaprasad S
Employee ID: 01069178
SLV PG FOR GENTS, I/O RAMAGONDANAHALLI bus stop, WHITE FIELD, Bangalore



Dear Vijayadurgaprasad,

Sub: Letter of Appointment

We are pleased to offer you the position of **Digital Interaction Executive G2** at 247 Customer PVT.LTD, Prestige Tech Plaza, Kachibenchahalli, Marathalli Outer Ring Road, Bangalore, with effect from 04-Oct-2017 on the following terms and conditions:

1. Accountability

You will report to the Director

2. Working Hours

You will be required to work eight hours a day and forty hours a week for five days a week in any one of the shifts during the day or night. Your duty hours will be fixed from time to time depending upon the exigencies of the business. As and when required by the Management, you shall work beyond the normal working hours and on your weekly off days and holidays, in accordance with the statutory provisions applicable.

3. Probation

You will be on Probation for a period of 12 month(s) with effect from 04-Oct-2017. In the event of your not being able to attain the standards required for confirmation of your services, this period of probation may be extended by the Management. On completion of the Probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation letter at the end of the Probationary period, you will continue to be on probation till you receive the confirmation letter from the Management or till your services are terminated. Your services are liable to be terminated by the Management at any time during your Probationary period, including the extended period of Probation, if any, without notice and without any payment or compensation in lieu of notice and without assigning any reason thereof.

4. Remuneration

As attached in the Annexure I, Please read the Annexure II for other details. On joining the company, as a prerequisite, you need to undergo and successfully complete the Foundation Level Training and Process Level Training. In the event of your inability to pass the same, your services are liable to be discontinued. In the event of your services being discontinued after Foundation Level Training (FLT) on account of your inability to pass the same, you shall not be entitled to any salary, allowances or benefits of any kind for the period you were undergoing FLT. For any unauthorized absenteeism during the FLE/PLE stage, your services are liable to be discontinued from the very next day. Only exception allowed is on medical grounds, provided the trainer is intimated in advance. In the event of such authorized absence exceeding more than two days, you will be required to restart the program from the beginning.

5. Duties

You shall perform such duties and observe and conform to such directions as may be assigned or communicated to you by the Management or such officers who are placed in authority over you. You will also be responsible for control and supervision of the employees working under you if any. The Management will be within its rights to allot you additional jobs within your department or any other department to which you cannot raise any objection.

6. Address

You will keep the Management informed of any change in your residential address. In case of your inability to do so, any communication sent at the address available with the Management will be deemed to have been served on you.

7. Benefits

You will be eligible for the benefits of leave, Provident Fund and Gratuity when applicable and as per the rules of the company in force from time to time.

8. Transfer

You have been appointed as Digital Interaction Executive G2 but are liable to be transferred at any time on a temporary or permanent basis from one job to another, from one department to another in the Company. The transfer will not deem to constitute a change in your conditions of service.

ಕರ್ನಾಟಕ ವಿದ್ಯುತ್ ಪ್ರಸರಣ ನಿಗಮ ನಿಯಮಿತ



ಅಧೀಕ್ಷಕ ಇಂಜಿನಿಯರ್(ವಿ) ರವರ ಕಚೇರಿ,
ಪ್ರಸರಣ (ಕಾಮಗಾರಿ ಮತ್ತು ನಿರ್ವಹಣೆ),
ಕವಿಪ್ರನಿ, ಮುನಿರಾಬಾದ್.

ದಿನಾಂಕ: 20.06.2018

ಸಂಖ್ಯೆ: ಆಇಂ(ವಿ)/ಬಿ16/40360/2016-17 / 2020 23

ನೇಮಕಾತಿ ಆದೇಶ

22/06/18

ವಿಷಯ: ಕಿರಿಯ ಇಂಜಿನಿಯರ್ (ವಿದ್ಯುತ್)- ಹುದ್ದೆಯ ನೇಮಕಾತಿಯ ಕುರಿತು.

- ಉಲ್ಲೇಖ:**
1. ಉದ್ಯೋಗ ಪ್ರಕಟಣೆ ಸಂಖ್ಯೆ: ಕವಿಪ್ರನಿ/ಬಿ16/40360/2016-17, ದಿನಾಂಕ: 08.09.2016.
 2. ತಾತ್ಕಾಲಿಕ ಆಯ್ಕೆ ಪಟ್ಟಿ ಪ್ರಕಟಣೆಯ ಅಧಿಸೂಚನೆ ಸಂಖ್ಯೆ: ಕವಿಪ್ರನಿ/ಬಿ16/40360/2016-17 ದಿನಾಂಕ: 27.01.2018.
 3. ಅಂತಿಮ ಆಯ್ಕೆ ಪಟ್ಟಿ ಅಧಿಸೂಚನೆ ಸಂಖ್ಯೆ: ಕವಿಪ್ರನಿ/ಬಿ16/40360/2016-17 ದಿನಾಂಕ: 06.03.2018.

ವಿಷಯ

ನಿಗಮದ ಉದ್ಯೋಗ ಪ್ರಕಟಣೆ ಸಂಖ್ಯೆ: ಕವಿಪ್ರನಿ/ಬಿ16/40360/2016-17, ದಿನಾಂಕ: 08.09.2016 ರ ಮೇರೆಗೆ ಮತ್ತು ನಿಗಮದ ಕವಿಮಂ ನೌಕರಿ ಭರ್ತಿ ಮತ್ತು ಬಡತಿ ನಿಯಮಗಳನ್ವಯ, ಶ್ರೀ/ಶ್ರೀಮತಿ **K MD JUNAID S/o K MD YUSUFF** ಆದ ನೀವು ಕಿರಿಯ ಇಂಜಿನಿಯರ್(ವಿದ್ಯುತ್) ಹುದ್ದೆಗೆ ಅರ್ಜಿ ಸಂಖ್ಯೆ: **KE205036** ನ್ನು ಸಲ್ಲಿಸಿರುತ್ತೀರಿ.

ಸದರಿ ಅರ್ಜಿಗನುಗುಣವಾಗಿ ಶ್ರೀ/ಶ್ರೀಮತಿ **K MD JUNAID S/o K MD YUSUFF** ಆದ ನಿಮ್ಮನ್ನು ವೇತನ ಶ್ರೇಣಿ ₹26270--810-31130-940-37710-1140-42270-1270-46080-1390-51640-1560-56320-1700-63120-1900-65020 ರಲ್ಲಿ ಈ ಕೆಳಕಂಡ ಷರತ್ತುಗಳನ್ನೊಳಗೊಂಡಂತೆ ಕಿರಿಯ ಇಂಜಿನಿಯರ್(ವಿದ್ಯುತ್) ಹುದ್ದೆಗೆ ನೇಮಕಾತಿಗೊಳಿಸಲು ನಿಗಮವು ಹರ್ಷಿಸುತ್ತದೆ. ಆದರನ್ನಯ ತಮ್ಮನ್ನು 110 ಕೆವಿ ಸ್ಟೇಷನ್, ಕವಿಪ್ರನಿ, ಚಿಕ್ಕಸೂಗೂರು ಇಲ್ಲಿಗೆ ತೈನಾತಿಸಲಾಗಿರುತ್ತದೆ.

1. ತಾವು, ಕಾರ್ಯನಿರ್ವಾಹಕ ಇಂಜಿನಿಯರ್(ವಿ), ಟಿ.ಎಲ್ ಮತ್ತು ಎಸ್.ಎಸ್ ವಿಭಾಗ, ಕವಿಪ್ರನಿ, ಲಿಂಗಸುಗೂರು ರವರ ಕಚೇರಿಯಲ್ಲಿ ದಿನಾಂಕ: 05.07.2018 ರ ಒಳಗೆ ಕರ್ತವ್ಯಕ್ಕೆ ವರದಿ ಮಾಡಿಕೊಳ್ಳುವುದು. ನಿಗದಿಪಡಿಸಿದ ದಿನಾಂಕದೊಳಗೆ ತಾವು ಕರ್ತವ್ಯಕ್ಕೆ ವರದಿ ಮಾಡಿಕೊಳ್ಳದೇ ಇದ್ದಲ್ಲಿ, ಕರ್ತವ್ಯಕ್ಕೆ ಹಾಜರಾಗುವ ಸ್ವ-ಇಚ್ಛೆ ತಮಗೆ ಇಲ್ಲವೆಂದು ಭಾವಿಸಿ, ನೇಮಕಾತಿಯು ಯಾವುದೇ ಮುನ್ಸೂಚನೆ ಇಲ್ಲದೇ ತಂತಾನೆ ರದ್ದಾಗುತ್ತದೆ.
2. ಕರ್ತವ್ಯಕ್ಕೆ ವರದಿ ಮಾಡಿಕೊಳ್ಳುವ ಸಮಯದಲ್ಲಿ ತಾವು ಈ ಕೆಳಕಂಡ ಮೂಲ ದಾಖಲಾತಿಗಳನ್ನು ಹಾಗೂ ಅದರ ಸ್ವಯಂ ದೃಢೀಕೃತ ಪ್ರತಿಗಳನ್ನು ಪ್ರಸ್ತುತಪಡಿಸಬೇಕಿರುತ್ತದೆ:
 - i) ಎಸ್.ಎಸ್.ಎಲ್.ಸಿ/10ನೇ ತರಗತಿಯ ಅಂಕಪಟ್ಟಿ ಅಥವಾ ಕ್ಯಾಂಪ್ಯುಲೇಟಿವ್ ದಾಖಲೆ (ಜನ್ಮದಿನಾಂಕದ ಪುರಾವೆಗಾಗಿ)
 - ii) ಡಿಪ್ಲೋಮಾ ಅಂಕಪಟ್ಟಿಗಳು ಮತ್ತು ಡಿಪ್ಲೋಮಾ ಪ್ರಮಾಣ ಪತ್ರ.
 - iii) ಪಾಸ್‌ಪೋರ್ಟ್ ಆಳತೆಯ ಇತ್ತೀಚಿನ ಎರಡು ಭಾವಚಿತ್ರಗಳು.
 - iv) ಈ ಹಿಂದೆ ತಾವು ಸರ್ಕಾರಿ/ಅರೆಸರ್ಕಾರಿ ಸಂಸ್ಥೆಯಲ್ಲಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿದ್ದಲ್ಲಿ, ಬಿಡುಗಡೆಗೊಂಡ ಕಾರ್ಯವಿಮುಕ್ತಿ ವರದಿ (Relief Report) ಹಾಗೂ ನಿರಾಕ್ಷೇಪಣಾ ಪತ್ರ (No Objection Certificate).
 - v) ಸಮಾಯಕ ಶಸ್ತ್ರಚಿಕಿತ್ಸಕ ಹುದ್ದೆಗಿಂತ ಕಡಿಮೆ ಇಲ್ಲದ ಸರ್ಕಾರಿ ವೈದ್ಯಾಧಿಕಾರಿಗಳಿಂದ ಪಡೆದ ವೈದ್ಯಕೀಯ ಪ್ರಮಾಣ ಪತ್ರ.

ಮೊಟ್ಟಾಂಟ ಮೂಲ ದಾಖಲಾತಿಗಳನ್ನು ಸಲ್ಲಿಸದಿದ್ದಲ್ಲಿ, ಕರ್ತವ್ಯಕ್ಕೆ ವರದಿ ಮಾಡಿಕೊಳ್ಳಲು ಅವಕಾಶವಿರುವುದಿಲ್ಲ
ಮೂಲ ನೇಮಕಾತಿಯ ಅಂತಿಮ ವಜಾಗೊಂಡಂತಾಗುತ್ತದೆ.

3. ಅನುಬಂಧದಲ್ಲಿ ತಿಳಿಸಿರುವಂತೆ, ಕರ್ತವ್ಯಕ್ಕೆ ವರದಿ ಮಾಡಿಕೊಳ್ಳುವ ಸಮಯದಲ್ಲಿ ರೂ.200/- ಗಳ ಭಾಷಾ
ಣಾಗದ ಮೇಲೆ ಒಪ್ಪಿಗೆ ಪತ್ರವನ್ನು ಸಲ್ಲಿಸತಕ್ಕದ್ದು.
4. ನಿಗಮದ ನೌಕರ ಭರ್ತಿ ಮತ್ತು ಬಡತಿ ನಿಯಮಗಳನ್ವಯ ತಾವು ಪ್ರಾರಂಭದಲ್ಲಿ ಒಂದು ವರ್ಷದ ಪರೀಕ್ಷಾರ್ಥ
ಆವಧಿಯಲ್ಲಿರಬೇಕಾಗುತ್ತದೆ.
5. ಪರೀಕ್ಷಾರ್ಥ ಆವಧಿಯೊಳಗೆ ತಾವು ನಿಗಮದ ಸೇವೆಯನ್ನು ಸ್ವಂತ ಕಾರಣಗಳಿಂದ ಬಿಡಲು ಬಯಸಿದಲ್ಲಿ ಒಂದು
ತಿಂಗಳ ಮುಂಚಿತವಾಗಿ ಸೂಚನೆಯನ್ನು ನೀಡತಕ್ಕದ್ದು ಅಥವಾ ಒಂದು ತಿಂಗಳ ವೇತನವನ್ನು
ಪಾವತಿಸಬೇಕಾಗಿರುತ್ತದೆ.

6. ಪರೀಕ್ಷಾರ್ಥ ಆವಧಿಯನ್ನು ತೃಪ್ತಿಕರವಾಗಿ ಪೂರೈಸಲು,
 - i) ನಿಗಮವು ನಡೆಸುವ ಉದ್ಯೋಗ ಪೂರ್ವ ತರಬೇತಿಗೆ ಹಾಜರಾಗಿ, ತರಬೇತಿಯ ಕೊನೆಯಲ್ಲಿ ನಡೆಸುವ
ಪರೀಕ್ಷೆಯಲ್ಲಿ ಉತ್ತೀರ್ಣರಾಗತಕ್ಕದ್ದು.
 - ii) ತಾವು ಕಡ್ಡಾಯವಾಗಿ ಕನ್ನಡ ಭಾಷಾ ಪರೀಕ್ಷೆಯಲ್ಲಿ ಉತ್ತೀರ್ಣರಾಗಬೇಕಿರುತ್ತದೆ ಅಥವಾ ಕನ್ನಡ ಭಾಷಾ
ಪರೀಕ್ಷೆಯಲ್ಲಿ ಉತ್ತೀರ್ಣರಾಗುವುದರಿಂದ ವಿನಾಯಿತಿ ಪಡೆಯಬೇಕಿರುತ್ತದೆ. ತಪ್ಪಿದ್ದಲ್ಲಿ ತಮ್ಮನ್ನು ಸೇವೆಯಿಂದ
ವಜಾಗೊಳಿಸಲಾಗುವುದು.
 - iii) ಒಳ್ಳೆಯ ನಡತೆ ಹಾಜರಾತಿಯಲ್ಲಿ ಕಾಲನಿಷ್ಠೆ ಮತ್ತು ಕೆಲಸಗಳನ್ನು ಕಲಿಯುವ ಅಭಿರುಚಿ ಹೊಂದಿರತಕ್ಕದ್ದು.
ಇವುಗಳನ್ನು ತಮ್ಮ ಮೇಲಾಧಿಕಾರಿಗಳು ನಿರ್ಧರಿಸಿ ವರದಿ ಸಲ್ಲಿಸತಕ್ಕದ್ದು.
 - iv) ನಿಗಮದಲ್ಲಿ ಬಳಕೆಯಲ್ಲಿರುವ ಕನಿಷ್ಠ ಎರಡು ಕಂಪ್ಯೂಟರ್ ಸಾಫ್ಟ್‌ವೇರ್ ಪ್ರಾಕ್ಟೀಜುಗಳ ಜ್ಞಾನವಿರಬೇಕು
ಅಥವಾ ನೇಮಕಾತಿ ಹೊಂದಿದ ದಿನಾಂಕದಿಂದ ಮೂರು ತಿಂಗಳುಗಳೊಳಗಾಗಿ ಈ ಪ್ರಾಕ್ಟೀಜುಗಳನ್ನು ತಮ್ಮ
ಸ್ವಂತ ವಿಚ್ಛೇದನೆಯೇ ಕಲಿಯತಕ್ಕದ್ದು.

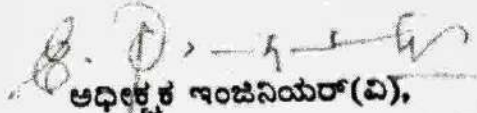
7. ನಿಗಮದಲ್ಲಿ ಹಾಲಿ ಚಾಲ್ತಿಯಲ್ಲಿರುವ ಹಾಗೂ ಜ್ಯೇಷ್ಠತಾ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಕಾಲಕಾಲಕ್ಕೆ
ರೂಪಿಸಲಾಗುವ ನಿಯಮಗಳಿಗೆ ಹಾಗೂ ಕರ್ನಾಟಕ ಸಾರ್ವಜನಿಕ ಉದ್ಯೋಗ (ಹೈದ್ರಾಬಾದ್ ಕರ್ನಾಟಕ
ಪ್ರದೇಶಕ್ಕೆ ನೇಮಕಾತಿಯಲ್ಲಿ ಮೀಸಲಾತಿ) ಆದೇಶ 2013 ಹಾಗೂ ಅದರಡಿಯಲ್ಲಿ ಹೊರಡಿಸಲಾಗುವ
ನಿಯಮಗಳಿಗೆ ಸೇವಾ ಜ್ಯೇಷ್ಠತೆಯು ಒಳಪಟ್ಟಿರುತ್ತದೆ ಮತ್ತು ಸದರಿ ವಿಷಯದಲ್ಲಿ ಸರ್ಕಾರದಿಂದ
ಹೊರಡಿಸಲಾಗುವ ನಿಯಮಗಳಿಗೆ ಒಳಪಟ್ಟಿರುತ್ತದೆ. ಮುಂದುವರೆದು ಜ್ಯೇಷ್ಠತಾ ವಿಷಯದಲ್ಲಿ ಮಾನ್ಯ
ನ್ಯಾಯಾಲಯದಲ್ಲಿ ಬಾಕಿ ಇರುವ ಪ್ರಕರಣಗಳ ಆದೇಶಕ್ಕೆ ಒಳಪಟ್ಟಿರುತ್ತದೆ.

8. ಸಿಂಧುತ್ವ ಪ್ರಮಾಣ ಪತ್ರ ವಿಳಂಬವಾಗಿ ಸ್ವೀಕೃತವಾದ ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ನೇಮಕಾತಿ ಆದೇಶವನ್ನು ತಡವಾಗಿ
ನೀಡಲಾಗಿದ್ದರೂ ಸಹ, ಅಂತಹ ಅಭ್ಯರ್ಥಿಗಳ ಜ್ಯೇಷ್ಠತೆಯನ್ನು ಅವರುಗಳು ಆಯ್ಕೆ ಪಟ್ಟಿಯಲ್ಲಿ ಯಾವ
ಕ್ರಮಾಂಕದಲ್ಲಿರುತ್ತಾರೋ ಅದೇ ಕ್ರಮಾಂಕದಲ್ಲಿ ನಿಗದಿಪಡಿಸಲಾಗುತ್ತದೆ.

9. ಈ ನೇಮಕಾತಿ ಆದೇಶವು ಮಾನ್ಯ ಉಚ್ಚ ನ್ಯಾಯಾಲಯದಲ್ಲಿ ಬಾಕಿ ಇರುವ ಪ್ರಕರಣಗಳ ಅಂತಿಮ ಆದೇಶಗಳಿಗೆ
ಒಳಪಟ್ಟಿರುತ್ತದೆ.

10. ನಿಗದಿತ ಸಮಯದೊಳಗೆ ಪರೀಕ್ಷಾರ್ಥ ಅವಧಿಯನ್ನು ತೃಪ್ತಿಕರವಾಗಿ ಪೂರೈಸದಿದ್ದ ಪಕ್ಷದಲ್ಲಿ, ಯಾವುದೇ ಗೂಡೆಗಳನ್ನು ನೀಡದೆ ತಮ್ಮ ಸೇವಾಕಾತಿಯನ್ನು ರದ್ದುಗೊಳಿಸಲಾಗುವುದು. ಮುಂದುವರೆದು ಪರೀಕ್ಷಾರ್ಥ ಅವಧಿಯಲ್ಲಿ ತಮ್ಮ ಸೇವೆಯ ತೃಪ್ತಿಕರವಾಗಿಲ್ಲವೆಂದು ಕಂಡುಬಂದಲ್ಲಿ, ಯಾವುದೇ ಸಮಯದಲ್ಲಿ ತಮ್ಮನ್ನು ಸೇವೆಯಿಂದ ವಜಾ ಮಾಡುವ ಹಕ್ಕನ್ನು ಕವಿಪ್ರಸಂಗಿಯ ಹೊಂದಿರುತ್ತದೆ.
11. ಪರೀಕ್ಷಾರ್ಥ ಅವಧಿಯಲ್ಲಿ ತಾವು ಯಾವ ಹುದ್ದೆಗೆ ನೇಮಕಾತಿಯಾಗಿರುತ್ತೀರೋ ಆ ಹುದ್ದೆಯ ವೇತನ ಶ್ರೇಣಿಯಲ್ಲಿ ಕನಿಷ್ಠ ವೇತನಕ್ಕೆ ಹಕ್ಕುಳ್ಳವರಾಗಿರುತ್ತೀರಿ. ಸಕ್ಷಮ ಪ್ರಾಧಿಕಾರದಿಂದ ಅರ್ಹತಾ ಪರೀಕ್ಷಣೆಯು ತೃಪ್ತಿಕರವಾಗಿ ಪೂರ್ಣಗೊಂಡಿರುವುದಾಗಿ ಘೋಷಣೆಯಾದ ನಂತರ ಅರ್ಹತಾ ಪರೀಕ್ಷಣೆಯು ತೃಪ್ತಿಕರವಾಗಿ ಪೂರ್ಣಗೊಂಡ ದಿನಾಂಕದಿಂದ ನೇಮಕಾತಿ ಹೊಂದಿದ ಹುದ್ದೆಯ ಕಾಲವೇತನ ಶ್ರೇಣಿಯಲ್ಲಿ ಸಾಮಾನ್ಯ ವೇತನ ಹೆಚ್ಚಳವನ್ನು ಗಳಿಸಲು ಹಕ್ಕುಳ್ಳವರಾಗಿರುತ್ತೀರಿ.
12. ಈ ನೇಮಕಾತಿ ಹಾಗೂ ತಮ್ಮ ಸೇವೆಯ ಮುಂದುವರಿಕೆಯು ನಂತರ ನಿಗಮದ ನೌಕರರ ಸೇವಾ ನಿಯಮಗಳು (ಪಿಂಚಣಿ ನಿಯಮಗಳನ್ನು ಹೊರತುಪಡಿಸಿ), ಕವಿಮಂ ನೌಕರಿ ಭರ್ತಿ ಮತ್ತು ಬಡತಿ ನಿಯಮಗಳು, ನೌಕರರ (ಅರ್ಹತಾ ಪರೀಕ್ಷಣೆ) ನಿಯಮಗಳು ಮತ್ತು ನೌಕರರ (ಜ್ಯೇಷ್ಠತಾ) ನಿಯಮಗಳು, ಕವಿಮಂ ನೌಕರರ (ವರ್ಗೀಕರಣ, ಶಿಸ್ತು ನಿಯಂತ್ರಣ ಹಾಗೂ ಮೇಲ್ಮನವಿ) ನಿಬಂಧನೆಗಳು, 1987 ಹಾಗೂ ಕವಿಮಂ ನೌಕರರ ಸೇವಾ (ನಡತೆ) ನಿಯಮಗಳು, 1988 ಹಾಗೂ ಕಾಲಕಾಲಕ್ಕೆ ಹೊರಡಿಸಲಾಗುವ ತಿದ್ದುಪಡಿ ಮತ್ತು ಕಾಲಕಾಲಕ್ಕೆ ರೂಪಿಸಲಾಗುವ ನಿಯಮ ಹಾಗೂ ನಿಬಂಧನೆಗಳಿಗೆ ಒಳಪಟ್ಟಿರುತ್ತದೆ.
13. ಕವಿಮಂ ನೌಕರಿ ಭರ್ತಿ ಮತ್ತು ಬಡತಿ ನಿಯಮಗಳ ಅಧ್ಯಾಯ-1 ರ ಕ್ರಮ ಸಂಖ್ಯೆ: 6ಎ(vi) ರ ಅನ್ವಯ ತಾವು ನಿಗಮದ ಸೇವೆಗೆ ಸೇರ್ಪಡೆಯಾದ ನಂತರ ಯಾವ ಪರಿಸ್ಥಿತಿಯಲ್ಲೂ 'ಉಚಿತ ವಿಧ್ಯುತ್ ಸರಬರಾಜು' ಸೌಲಭ್ಯಕ್ಕೆ ಹಕ್ಕುಳ್ಳವರಾಗಿರುವುದಿಲ್ಲ.
14. ನಿಗಮದ ಆದೇಶ ಸಂಖ್ಯೆ: ಕವಿಪ್ರನಿಡಿ/ಬಿ16/ಬಿ14/4977/2005-06, ದಿನಾಂಕ: 05.07.2007 ರ ಅನ್ವಯ ಹಾಗೂ ಸದರಿ ವಿಷಯದಲ್ಲಿ ಹೊರಡಿಸಲಾಗಿರುವ ಆದೇಶ/ಸುತ್ತೋಲೆಗಳನುಸಾರ ತಾವು ಹೊಸದಾಗಿ ವ್ಯಾಖ್ಯಾನಿಸಿದ ಅಂಶದಾಯಿ ಕೊಡುಗೆ ವಿಶ್ರಾಂತಿ ಯೋಜನೆ ವ್ಯಾಪ್ತಿಗೆ (New Defined Contributory Pension Scheme) ಒಳಪಟ್ಟಿರುತ್ತೀರಿ.
15. ತಾವು ಕೆಲಸವನ್ನು ಪಡೆಯಲು ಸಲ್ಲಿಸಿರುವ ಯಾವುದೇ ದಾಖಲೆ/ಮಾಹಿತಿಗಳು ನಕಲಿ/ತಪ್ಪು/ಸುಳ್ಳು ಎಂದಾಗಲೀ ಅಥವಾ ತಮ್ಮ ವಿರುದ್ಧ ಯಾವುದೇ ರೀತಿಯ ಕ್ರಿಮಿನಲ್ ಮೊಕದ್ದಮೆ ದಾಖಲಾಗಿರುವುದು ಯಾವುದೇ ಸಂದರ್ಭದಲ್ಲಿ ಕಂಡುಬಂದಲ್ಲಿ ತಮ್ಮನ್ನು ಸೇವೆಯಿಂದ ವಜಾ ಮಾಡಲಾಗುವುದು ಹಾಗೂ ತಮ್ಮ ವಿರುದ್ಧ ಸೂಕ್ತ ಶಿಸ್ತುಕ್ರಮ/ಕಾನೂನು ಕ್ರಮವನ್ನು ಜರುಗಿಸಲಾಗುವುದು.
16. ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ: ಸಿಆಸುಇ 17 ಸೇನಿವ 2015, ದಿನಾಂಕ: 27.04.2015 ರ ಅನ್ವಯ ಹೈದರಾಬಾದ್-ಕರ್ನಾಟಕ ಪ್ರದೇಶದ ವ್ಯಾಪ್ತಿಯಲ್ಲಿನ ಕಚೇರಿಗಳಿಗೆ ಸ್ಥಳೀಯ ವೃಂದ ಮತ್ತು ಮಿಕ್ಕೂಡ ವೃಂದಗಳಲ್ಲಿನ ವಿವಿಧ ವೃಂದದ ಹುದ್ದೆಗಳಲ್ಲಿ ಖಾಲಿ ಇರುವ ಹುದ್ದೆಗಳೆದುರಾಗಿ ನೇಮಕಾತಿ ಹೊಂದಿರುವ ಅಭ್ಯರ್ಥಿಗಳನ್ನು, ಅವರು ನೇಮಕಾತಿ ಹೊಂದಿದ ದಿನಾಂಕದಿಂದ ಕನಿಷ್ಠ 10 ವರ್ಷಗಳವರೆವಿಗೂ ಹೈದರಾಬಾದ್-ಕರ್ನಾಟಕ ಪ್ರದೇಶ ಹೊರತುಪಡಿಸಿ ವರ್ಗಾವಣೆ ಮಾಡಲಾಗುವುದಿಲ್ಲ.

17. ನೀವು ಕವಿಪ್ರಸನ್ನಿ ವ್ಯಾಪ್ತಿಯಲ್ಲಿನ ಕಚೇರಿಗಳಲ್ಲಿ ಕೆಲಸ ನಿರ್ವಹಿಸಬೇಕಾಗಿರುತ್ತದೆ. ಕವಿಪ್ರಸನ್ನಿ ವ್ಯಾಪ್ತಿಯನ್ನು ಹೊರತುಪಡಿಸಿ ವಿವಿಧ ವಿದ್ಯುತ್ ಸರಬರಾಜು ಕಂಪನಿಗಳಿಗೆ ಪರ್ಗಾವಣೆಗೊಳಿಸಲಾಗುವುದಿಲ್ಲ.


 ಅಧೀಕ್ಷಕ ಇಂಜಿನಿಯರ್(ವಿ),
 ಪ್ರಸರಣ (ಕಾಮಗಾರಿ ಮತ್ತು ನಿರ್ವಹಣೆ),
 ಕವಿಪ್ರಸನ್ನಿ, ಮುನಿರಾಬಾದ್

ಗೆ,

ಶ್ರೀ/ಶ್ರೀಮತಿ K MD JUNAID S/o K MD YUSUFF
 H NO 9 , WARD NO 26TH , JAGRUTHI NAGAR ROAD,
 COWL BAZAAR , BELLARY, KARNATAKA-583102

ಪ್ರತಿಯನ್ನು:

1. ಮುಖ್ಯ ಇಂಜಿನಿಯರ್(ವಿ), ಕವಿಪ್ರಸನ್ನಿ, ಪ್ರಸರಣ ವಲಯ, ಗುಲ್ಬರ್ಗಾ.
2. ಕಾರ್ಯನಿರ್ವಾಹಕ ಇಂಜಿನಿಯರ್(ವಿ), ಟಿ.ಎಲ್ ಮತ್ತು ಎಸ್.ಎಸ್ ವಿಭಾಗ, ಕವಿಪ್ರಸನ್ನಿ, ಲಿಂಗಸುಗೂರು.
3. ಸಹಾಯಕ ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರು (ಆಡಳಿತ), ನಿಗಮ ಕಾರ್ಯಾಲಯ, ಕವಿಪ್ರಸನ್ನಿ, ಕಾವೇರಿ ಭವನ, ಬೆಂಗಳೂರು.

amazon® | **Development Centre
India**

Date: December 18, 2019

TO WHOMEVER IT MAY CONCERN

This is to inform that **Madhu Krishna Karnati**, who currently holds the position of Associate, CTK, Emp Svcs-HR Time, is working at the Amazon Development Centre (India) Pvt. Ltd since September 09, 2019 and the address as per our records is as follows:

Sri Chennakeshva Swamy Recidence Opp Woodland Showroom, 1st Floor Hp Gas Gowdan Street,
Banglore 560037 ↗
Karnataka

This certificate is issued at the request of the employee without any risk or liability on the part of the organization or its authorized signatories to enable employee to produce this letter as an address proof.

For Amazon Development Centre (India) Pvt. Ltd



Akram Basha
Human Resources



ISO 9001 : 2008 Company

MANPOWER SUPPORT SERVICES PVT. LTD.,



Reg. No. : 41/WN/1074/2007
IT PAN No. : AACCN4867B
GSTIN No. : 29AACCN4867B1ZE
CIN : U74910KA2007PTC042094

Date :16.08.2017

NAME : Mr./ Ms. SHARANA BASAVA G
FATHER NAME :RAJASHEKAR S
EMP ID NO : NW-2721
DEPUTED TO : M/s. Schneider Electric IT Business India Pvt Ltd.

Dear Mr. / Ms. SHARANA BASAVA G

Appointment Letter

We are pleased to appoint you in our organization as Associate subject to the following terms and conditions:

1. Your contract will commence from 16.08.2017 and 15.08.2018 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 16.08.2017 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions.
 - a. Fully perform the services, in a professional manner, at the Clients location until the completion of the term of the Work assignment.
 - b. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - c. Not engage in any conduct which is detrimental to the interest of the Client or Needs Manpower Support Services Pvt Ltd.
 - d. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by Needs Manpower Support Services Pvt Ltd.
 - e. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of Needs Manpower Support Services Pvt Ltd.
 - f. Extend all cooperation to the Clients employees, consultants, representatives, etc. and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - g. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - h. Comply with the safety, health and other rules and regulations of Needs Manpower Support Services Pvt Ltd and the Needs Manpower Support Services Pvt Ltd Client that you have been made aware of.
 - i. During the course of your contract, you can be transferred to a location within the territory of India as and when required by Needs Manpower Support Services Pvt Ltd., for executing the services provided herein.
3. The nature of your relationship with Needs Manpower Support Services Pvt Ltd. will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with Client nor do you become an employee of Client. Upon expiry or termination of the Work Assignment, your employment with Needs Manpower Support Services Pvt Ltd shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, Needs Manpower Support Services Pvt Ltd may terminate this Work Assignment Letter by issuing 7 days notice in writing or payment thereof.

5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination. Needs Manpower Support Services Pvt Ltd shall promptly settle all your dues after making the applicable deductions.

6. You agree to defend, indemnify and hold Needs Manpower Support Services Pvt Ltd or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.

7. Any dispute between you and Needs Manpower Support Services Pvt Ltd shall be referred to a sole arbitrator appointed by Needs Manpower Support Services Pvt Ltd. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize Needs Manpower Support Services Pvt Ltd to make all salary payments required to be made to you by Needs Manpower Support Services Pvt Ltd including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.

9. The salary payout will be made latest by 7th of the following month.

10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution.

11. Your services are terminable by giving one month's written notice to you or one month's salary in lieu of notice, or if you so desire, one month's notice from you to leave the service of the Company

12. In addition to the terms contained herein, your relationship with Needs Manpower Support Services Pvt Ltd may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by Needs Manpower Support Services Pvt Ltd and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.

We at Needs Manpower Support Services Pvt Ltd would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please indicate your acceptance of the terms by signing and returning the duplicate copy, indicating your acceptance of the terms mentioned herein. By signing this letter you confirm that you have read, fully understood and accepted the terms and conditions of this letter.

Yours Sincerely,
For **NEEDS MANPOWER SUPPORT SERVICES PVT LTD.**,


Authorised Signatory



POSHS CINOTI PRIVATE LIMITED

CIN:U45309PN2017PTC169694

REF: POSHS/04/HR&OD/OFFER LETTER/02 2019-20 /..... Date :8th Feb2019

Dear Mr.Sourabh Jayasing Patil

Subject: Offer letter

With reference to the series of Interviews with us, We are glad to inform that, you are being selected for the position of "Trainee Engineer – Production", with CTC of Rs. 2.30 / Year (Rs. Two lac thirty thousand / year) in our Organization. We look forward towards your joining with us on 11th Feb 2019 (Monday).

Also we look forward for a long-term association with us and welcome you to be part of our POSHS Group family.

Bring following documents at the time of joining.

1. All educational documents- original + Xerox copies (From SSC to higher studies).
2. Adhar & Pan card Xerox copies.
3. Past employments relieving & exp. letters.
4. Last three months' salary slip.
5. Medical fitness certificate of MBBS/MD/MS doctor.
6. 4 copies of Passport Size photo.

Please accept the offer and join as per above-mentioned date.

Regards,

For Poshs Cinoti Pvt Ltd

Dhanaaji Deshmukh
HOD HR & OD

Mr. Mohammed Imran

21st SEP, 2019

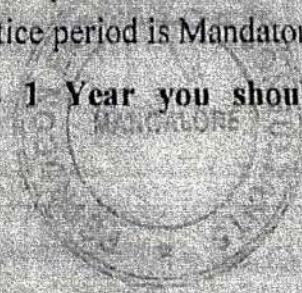
OFFER OF APPOINTMENT

Dear Mr. Mohammed Imran

This has reference to your application and subsequent interview you had with us for a suitable opening in our organization.

We are pleased to offer you an appointment in our organization as **Graduate Engineer Trainee**

1. Your Date of Joining is **1st Oct, 2019**, and in the event of failure to do so; this Offer of Appointment shall stand withdrawn.
2. Your Compensation shall be as per the Attached Annexure 1.
3. You will be posted at Bangalore. However your services are transferable to any place in the country or abroad or to any of the associates/ sister concern or its subsidiary, whether existing or acquired later on, at the sole discretion of the management.
4. You shall be on probation for a period of three months. You shall be confirmed in the organization's regular grade on successful completion of your probation period.
5. You will be governed by the Company rules, as amended from time to time. Your Leave and other benefits shall be in accordance with such rules.
6. On the day of joining, please bring the documents mentioned in the attached Annexure 2.
7. 1% TDS will deduct in Net Salary
8. You should submit your certificate for 1 year as a bond
9. For leaving organization 30 days notice period is Mandatory
10. If you leave organization before 1 Year you should pay 2 month salary to organization.





Petrocon
ENGINEERS & CONSULTANTS

Petrocon Engineers & Consultants



Please sign the duplicate copy of this letter (on each of the 2 pages), and annexure 1, as a Token of acceptance.

We will be proud to have you as member of our team.

With best wishes,

Yours sincerely,
For Petrocon Engineers & Consultants.

Authorized Signatory



Understood & Accepted

Signature: Md Imran

Date: 22/9/19

MANGALORE • BANGALORE • HYDERABAD • DELHI • CHENNAI • DUBAI • AUSTRALIA

Ph: 0824-4253171, Cell: +91 9703767818, +91 9845290102 Email: info@petroconengineers.com



www.petroconengineers.com



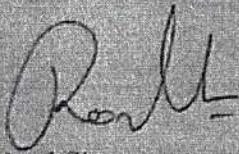
ANNEXURE-1

Name of the Employee:	Mr. Mohammed Imran	
Designation:	Graduate Engineer Trainee	
Components	Compensation	
	In Indian Rupees	
	Monthly	Annual
Stipend	10,000.00	
Total / Month	10,000.00	1,20,000.00

With best wishes

Yours sincerely,

Petrocon Engineers & Consultants.



Authorized Signatory



Understood & Accepted:

Signature: Ud Imran

Date: 23/9/19



ANNEXURE - 2

DOCUMENTS REQUIRED AT THE TIME OF JOINING:

Documents	Original	Photocopy
Relieving Letter from previous organization/ Resignation Acceptance Letter (if any)	✓	✓
Last Salary Slip / Complete Compensation Details (if any)	✓	✓
Xth Pass Certificate	✓	✓
University Degree	✓	✓
Identity Proof - Passport / Driving License / PAN Card	✓	✓
Passport Size Photographs (03 in all)	✓	

Please ensure that all the above mentioned documents are produced at the time of joining. Failure to produce them could result in delay in appointment into the organization.



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Ph: 0824-4253171, Cell: +91 9703767818, +91 9845290102 Email: info@petroconengineers.com

www.petroconengineers.com

STRICTLY PRIVATE AND CONFIDENTIAL

OFFER LETTER

Date: August 16, 2019

To,

Bharath Ugranad

S/o U Kumarswamy, 166/A, 14th Ward L B Colony, Near Court, Sandur

Ballari 583119

Karnataka

India

Dear **Bharath**,

We refer to your interview held on **August 1, 2019**. We are pleased to offer you the position of **Software Developer** with AASHVIK Technology Solutions Private Limited ("**Company**") on the following terms:

- Date of Joining: **September 1, 2019**
- Cost to Company: **INR 180000** per annum
- Office Location: **Bengaluru**
- Submission of documents, set out in Annexure A, to the satisfaction of the Company.

You are required to join by the Date of Joining stated above, failing which, the offer shall stand automatically rescinded.

Probation

You shall be on probation for a period of **3** months, from the date of joining, unless otherwise extended by the Company, in writing.

During the probation period, the Company shall have the right to terminate your employment with immediate effect without giving any prior notice. However, you will be required to give the Company, a prior written notice of 1 months if you wish to resign from the Company, whether during or after the probation period.

Other Benefits

You will be entitled to other statutory benefits as per the Company Policy.

Other Terms

1. Upon joining the Company, you shall be required to execute a detailed Employment Agreement.
2. You shall keep confidential the terms of this Offer Letter and the Employment Agreement.

Please sign and return the duplicate copy of this letter of offer as a token of your having accepted the above terms and conditions.

We look forward to having you on board!

For AASHVIK Technology Solutions Private Limited	Agreed & Accepted by,
	Employee Name: Bharath Ugranad
Authorized Signatory	Signature:

IndusInd Bank

a278ae52fe9b46bb
01-Oct-2018
Ballaguddam Thirumala Kumar
Bellary, Karnataka

Pincode - 583101
Contact No - 8495889424

Dear Ballaguddam Thirumala Kumar,

Subject : Engagement on Fixed Term Contract

This is in furtherance to your application for a FIXED TERM engagement with IndusInd Bank Limited (for short, 'the Bank') and our subsequent meetings and discussions for finalizing the terms of your engagement under a special arrangement, wherein it has been agreed by and between us as under:

1. Nature of Engagement:

Your engagement with us shall be at HAL Office for a specific tenure of 11 months or till the completion of the assignment whichever is earlier and it will end automatically upon occurrence of either of the contingency.

2. Period of engagement:

Your engagement will commence effective from 01-Oct-2018 and will come to an end on 31-Aug-2019. This letter itself will be considered as a relieving letter and therefore no separate relieving letter will be issued on expiry of the above period. In no case the tenure of engagement will exceed the period of 11 months from the date of your actual commencement of the assignment.

3. Medical fitness for Engagement:

The Bank at its discretion may refer you to undergo any medical examination that may be necessary for deciding on your initial engagement or during the course of engagement at its own expenses. You are advised to return a copy of this engagement letter on or before 01-Oct-2018 indicating the date from which you will be able to undertake this assignment. Please note however that if we do not get your acceptance before 01-Oct-2018 this Letter of Engagement will automatically stand revoked.

4. Validity and confirmation of Information / Credentials:

Your engagement is made subject to your credentials such as educational and professional qualifications, work experience, character certificates, salary drawn with the present/previous employer/s, police/criminal records and other personal details etc. being found valid and acceptable to the Bank. The Bank shall have right to cause verification done in respect of every information given to the bank on the basis of which this letter of engagement is based.

Your engagement is based on the information and data furnished by you in the application and other representations made by you. If any of the information or representation made is found to be incorrect or defective or incomplete and if any information or details are found to be suppressed to mislead the Bank your engagement shall stand terminated without any notice.

Remuneration:

You will be paid the following remuneration / fees for the services to be rendered by you during the period.

Components	Rs.(Per Annum)
Consolidated basic remuneration	96000/-
House Rent Assistance	48000/-
Traveling Allowances	9600/-
Statutory Bonus	16800/-
Special Allowances	43080/-
Medical Allowance	15000/-
Provident fund (12% of Basic)	11520/-

(Subject to statutory deductions and taxes, as applicable from time to time)

Incentive Scheme/s:

In addition to the above remuneration, you will also be eligible to participate in the Incentive Scheme/s if and when approved by the Bank. The Bank will inform you of opening of and details of such scheme/s as and when notified. Kindly note that you will not be eligible for discretionary bonus or annual performance appraisal. You also note that you will not be eligible for any other benefits or terminal / retirement benefits which are comprehensively outlined in the letter.

Scope of Work:

You shall perform the duties in the bank in the aforementioned capacity, primarily consisting of promotion, relationship building, customer acquisition work and other related tasks for assets products. You are required to comply with the duties and responsibilities as assigned to you from time to time by your reporting authority. You will also be required to carry out operational roles and various other related tasks in respect of different operational services determined by the Bank from time to time. You will also be bound by the ethical and business standards defined by the bank.

As you are engaged by the Bank to render the above services on the various terms and conditions of this engagement, it is necessary that you maintain highest level of honesty and integrity.

You should carry out the various responsibilities assigned to you effectively and with utmost integrity, diligence and attention so that you are able to achieve your objectives of taking up this fixed term assignment.

Restrictive Covenants:

As you are engaged with the Bank as a Retainer, you will not undertake for gain or otherwise any employment, avocation, business or pursue activities which will be in conflict directly or indirectly with the interests of your engagement or to the general interest of the Bank.

validity:

This Letter of Engagement is valid and will be in force for the period from 01 Oct-2018 to 31-Aug-2019 or as indicated in clause 2 above.

11. Termination:

The Bank shall have absolute right and discretion to terminate this arrangement and / or disengage your services at any time without assigning any reason whatsoever, by giving a notice of 15 days or salary for 15 days in lieu of notice. None of the other terms and conditions contained in this Letter of Engagement shall affect this right of termination of your engagement. You will also have a right to terminate this arrangement with proper approval from the Bank's side and by giving a mandatory notice of 15 days of your intention to terminate / resign from the engagement and after effectively serving for 15 days after giving notice, subject to other terms and conditions.

12. Settlement of Accounts:

On disengagement of your services for whatsoever reason, you will immediately hand over all the documents, specifications, data or any other article or property of the bank which may be in your possession, so as to enable the Bank to settle your accounts.

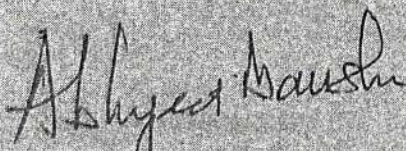
13. Jurisdiction:

It is also agreed that only courts in Mumbai only will have the Jurisdiction to entertain, try and dispose of disputes that may arise between the parties hereto.

I confirm my willingness to accept this Letter of Engagement on the terms & conditions indicated herein which are based on my discussions with the Bank.

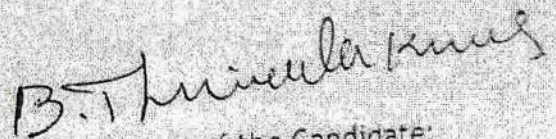
Yours faithfully,

For IndusInd Bank Ltd



Abhijeet Bakshi

Zonal HR Partner - South



Signature of the Candidate:

Date: 01/10/18



Ref: LTTS/HR/ET/2018/ 469

Date: 16-Oct-17

Name: Thippeswamy . HM

Issued By : Samir
Signature : Samir
Date : 16-Oct-17

Offer Of Intent

Dear Thippeswamy

Greeting from L&T Technology Services Ltd.!

We are pleased to make you this offer of intent for the position of **Associate Engineer**. We trust that this opportunity finds you mutually excited about your new employment with L&T Technology Services (hereinafter referred as "Company"). We reiterate that you have made the right decision and we are certain that you will have a great career with us!

Upon your acceptance of this Offer of Intent and subject to you meeting all the applicable requirements under this Offer of Intent, we shall share a detailed Appointment Letter, which will outline the specific employment terms and conditions. Please note this Offer of Intent is not an offer or offer of employment or a legally binding contract of employment.

The content of this Offer of Intent are strictly between you and the Company. Please treat this Offer of Intent and the contents here as personal and confidential.

This Offer of Intent is valid subject to you

- Having secured more than 60% in SSC / X and HSC / XII std (10th and 12th).
- Having secured 60% aggregate in Engineering Graduation
- Passing the final year examination of Graduation in the first attempt.
- Found medically fit by the Company authorized doctors.
- Submitting a Service Agreement, agreeing to serve the company for a period of 2 years from the date of commencement of training.
- Submitting all necessary documents at the time of joining
- No drop in any semester/ year throughout the course

If any information provided by you during the selection process is found to be incorrect and / or false, the Company reserves the right to revoke this Offer of Intent without any notice.

This Offer of Intent is also contingent upon us working together to determine an appropriate start date for your employment. The training is for a period of one year comprising of class-room / on the job training. The date of commencement of training and venue for reporting will be intimated to you at a later date.

You will be continuously assessed during your training. If you do not complete the class room / on the job training to our satisfaction, your appointment automatically stand cancelled.

During the period of training, your stipend will be INR 4,00,012 (all fixed component)

14

On successful completion of training, you can be posted / transferred to any of our SEZ / STPI sites across India. Your employment will be governed by the rules, regulations and policies of the company.

H.M.Thippeswamy



L&T Technology Services

Ref: LTTS/HR/ET/2018/ 469

Issued By : Samir
Signature : *Samir*
Date : 16- Oct-17

If the above stated terms are acceptable to you, kindly sign and return the duplicate copy of this Offer of Intent within ten (10) days from the date of issue. If we do not receive your acceptance within the stipulated time frame, this Offer of Intent will be deemed to have been rejected by you.

All communications / notices should be addressed to:

Human Resource Dept – Talent Acquisition (Campus Hiring)
L&T - Technology Services, SEZ Unit II,
Hazel-Block L3, Ground Floor, Manyata Embassy Business Park,
Nagawara, Bangalore 560045

Congratulations on your selection to be part of L&T Technology Services Ltd.!!!

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Yours truly,
For L&T Technology Services Limited

[Signature]
Krishnakumar Nair
Head – Talent Acquisition

Acceptance by applicant below

I have read this Offer of Intent and accept the same

Name: THIPPESWAMY H.M
College: BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT
Signature: H.M.Thippeswamy
Date: 17/10/17



EMPLOYMENT OFFER LETTER

Nov 22, 2018

Mr. Shanthalingalah S M,
S/O Prabhudev S,
1025 4th ward L B Bandavane,
Kudligi Tq, Kottur Kudligi Bellary
Karnataka -5831135.

Confidential

Dear Mr. Shanthalingaiah S M,

We are pleased to offer you contract employment in our organization GLOINNT Solutions Private Limited, having its office at No. 49 & 50, 1st Floor, 3rd Cross, Meganahalli, Kalyan Nagar, Bengaluru - 560 043 as ("Organization") as "Trainee Engineer", on the following terms and conditions:

1. The employee's service shall commence on 23rd Nov 2018 to 22nd Nov 2019 and terminate in accordance with the provisions of this agreement.
2. You shall report to work on 22nd Nov 2018 at GLOINNT Solutions Private Limited, having its office at No. 49 & 50, 1st Floor, 3rd Cross, Meganahalli, Kalyan Nagar, Bengaluru - 560 04.
3. Details of your salary break up with components are given below.
4. Your employment may be terminated forthwith by the either party by giving two-month notice in writing or two-month salary in lieu of notice.

GLOINNT Solutions Pvt. Ltd.
No 49 & 50, 1st Floor, 3rd Cross,
Meganahalli, Kalyan Nagar,
Bengaluru - 560 043
Info@gloinnt.com

GIN U74999KA2018PTC092347

Contact 080-42296660

www.gloinnt.com

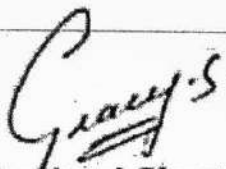
5. You will be governed by the policies of the Organization with respect to leave and holidays.

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules and conditions of the Organization.

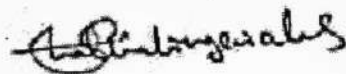
Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With Warm Regards

For GLOINNT Solutions Private Limited



Authorised Signatory



Signature of the Employee





ANMERKUNG

ANMERKUNG Solutions Pvt Ltd
Niran Arcade, 5th Floor,
New B.E.L road, Chikkamaranahalli,
Bengaluru, Karnataka-560094

Ph: +91 9845711888

8th August, 2019

Dear Usha Rani,

Congratulations !!!

We are pleased to appoint you on the following conditions:

1. **Designation** : **ANNOTATOR**
2. **Stipend** : **₹.10,000 (Per Month)**
3. **Your initial posting will be at** : **Bangalore**
4. **Trainee Engineer ID** : **ASPLBN0106**

Further to the Test and Interview you had with us, we are pleased to appoint you as Graduate Engineer Trainee (GET) in our organization on the following terms and conditions:

1. You will be under training for a period of Six months from the date of joining.
2. Your place of training will be at the following address:
Anmerkung Solutions Pvt Ltd
Niran Arcade, 5th Floor,
New B.E.L Road, Chikkamaranahalli,
Bengaluru, Karnataka-560094
3. You will be paid a Stipend of Rs.10000/- (Rupees: Ten thousand) per month during the period of your training. You will not be entitled to any other allowances or benefits.
4. You have to sign an agreement (Bond) for a minimum period of one year including the Training period.



ANMERKUNG

ANMERKUNG Solutions Pvt Ltd
Niran Arcade, 5th Floor,
New B.E.L road, Chikkamaranahalli,
Bengaluru, Karnataka- 560094

Ph:+91 9845711888

5. Your performance will be reviewed periodically during the training period, if your performance does not meet with the requirements, management will take the necessary action.
6. On successful completion of training period, based on your performance during and at the end of the training period, you will be appointed as permanent employee of Anmerkung Solutions Pvt Ltd, Bangalore.
7. During the training, you are eligible for one-day Casual/Medical leave per month.
8. This appointment is subject to your education credential as stated earlier and you are being found medically fit.
9. You are required to work for a minimum period of 12 months (Including training period). If you leave the organisation for any reason prior to the minimum working period of 12 months, you are required to give 2 months of advance notice to the management/HR department.
10. During the period of training you have to undergo training in the dept. assigned to you from time to time and submit reports as per the instructions of your superiors.
11. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and /or its subsidiaries or associate companies and in case of any breach of discipline/trust, the company with immediate effect may terminate your training or services without any notice or justifications. You will also be required to sign the secrecy agreement on your joining.
12. The company reserves the right to terminate the services of the trainee on the grounds of misconduct or any rules and regulations of the company without giving any advance notice.



ANMERKUNG

ANMERKUNG Solutions Pvt Ltd
Niran Arcade, 5th Floor,
New B.E.L road, Chikkamaranahalli,
Bengaluru, Karnataka-560094

Ph: +91 9845711888

13. In all other respects, you will be subject to the rules and regulations of the company which may be in force from time to time and you will perform all such duties as may be assigned to you by the Management.

Thanking you,

We take great pleasure in welcoming you to our Organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

For Anmerkung Solutions Pvt Ltd.

A handwritten signature in black ink, appearing to read 'Harish Thalanki', written over a faint horizontal line.

Mr. Harish Thalanki
Director.

I Accepted terms to accept employment on the above mentioned terms and conditions.
I will report for duty on or before _____ (date)

Signed _____
(Miss. Usha rani)

SLK Software Services Pvt. Ltd.,

SLK Green Park, SEZ UNIT II, 4th, 5th, 6th & 7th Floor Tower-A,
Amin Properties LLP SEZ, Sy No.19, 20, 20/1,
Pujanahalli Village, Devanahalli Taluk,
Bangalore Rural - 562 110, India.
T +91 80 4180 5721 / 6690 4721, F +91 80 4050 1921



Date: 15th February, 2019

Private and Confidential

Dear Suresh Kumar D L

Congratulations!! We are delighted to welcome you to SLK family. We wish you all the very best and a rewarding career with us.

We are pleased to offer you employment with SLK, details of grade and compensation is detailed below

- Position : Trainee – Software
- Annual compensation (CTC): Rs.3, 20, 000/- (Rupees Three Lakhs Twenty Thousand Only) per annum.

The Offer of employment will be subject to you meeting the following conditions prior to your date of joining, namely:

- Successful completion of your Bachelor's Degree in Engineering with 60% aggregate score with no carry overs
- Successful verification by SLK of your identity, address and educational credentials
- You undergoing mandatory medical tests (details of medical test and medical laboratory will be mailed to you along with joining date confirmation letter) and being declared fit for employment
- Upon you signing a service agreement to serve the company for a period of 2 years from the date of joining

You will be governed by the terms and conditions of SLK's standard employment policy in force as on the date you join SLK.

Your date of joining with SLK will be communicated through an email at a later date.

Yours sincerely,

Uthappa M Kupanda

Associate Vice President - HRM

The contact details of campus SPOC and the list of documents required at the time of joining SLK Software is detailed in Annexure 1.

I agree and accept the above terms and conditions of the offer

Signature: Suresh

Date: 18/02/2019

Candidate Name: Suresh Kumar D.L

Regd. Office :

S 801 & 802, South Block,
Manipal Centre, 47, Dickenson Road,
BANGALORE-560 042.

Phone : 25322939 / 30522537 / 32943431.

CIN No. U65992KA2001PTC028802

website : www.margadarsi.com



Margadarsi

CHITS (KARNATAKA) PRIVATE LIMITED

TO:

Date: 06.01.2020

**Mr. SAI PRASHANTH K
S/o. Raja Marthanda Rao K
#3-1/6, Payal street reddy street
Coming road Bellary
Karnataka -583101**

Ph: 7795812348.

Sub:- OFFER OF APPOINTMENT – Reg.

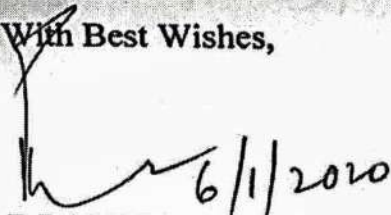
With reference to your application and subsequent Interview had with us, the Management is pleased to inform you that, you are selected for the post of **“OFFICE ASSISTANT FOR ENROLLMENT WORK”** to our **BELLARY BRANCH”**.

You are required to bring Xerox copies of all your certificates in support of your qualifications and experience, three recent group photographs of your family (With Parents, Spouse & Children in case of Married) in Post Card Size and two copies of your recent colour photographs of size 2.5 x 3 Cms when you report to duty.

The detailed order of Appointment with Terms & Conditions will be issued within the period of one month from the date of your joining.

You are advised to report to **The Manager, Margadarsi Chits (K) Pvt. Ltd., 1st Floor, Sabareesh Complex, Ananthapur Road, BELLARY – 583 101** Ph: 268990, 325100 on or before 12.01.2020 training without fail, failing which this offer shall automatically stands withdrawn & cancelled.

With Best Wishes,



**P.LAKSHMANA RAO
Vice President.**

Date :27/12/2019

To
Bhagya Lakshmi
(Code:)

Provisional Offer Letter for Fixed Term Contract

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Consultant**. Your services are being deputed to **J P Morgan Services India Pvt Limited** on the following terms and conditions:

- Your employment will be valid from **04/02/2020 To 03/08/2020** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary CTC will be INR 300,000.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
 - a. Complete on the Randstad portal:
 - Employee profile form
 - Statutory Nomination forms like ESIC, PF, Medclaim etc.
 - b. Upload proofs of your documents:
 - Government mandated ID proof: Aadhar Card and PAN
 - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
 - Copy of both Educational certificates & Previous employment documents.
 - Bank Details for Salary processing: Copy of cancelled cheque.

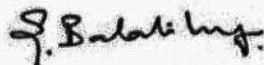
Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.
Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

IMCHR/OL26470

To,
Mr. T Thippesh
Bangalore

10 August 2019

Appointment Letter

Dear T Thippesh ,

We are delighted to offer you employment at **Suvision Holdings Pvt Ltd (Suvision)** as **Relationship Manager - Partner Retention** division at our **Bangalore** office. You will receive all your compensation and benefits from **Suvision Holdings Pvt Ltd (Suvision)**. The location of your reporting will be at Bangalore. Your continued employment is contingent upon your successful execution of your responsibilities. The terms and conditions of your employment will be as follows.

1. Appointment

- 1.1 The Company hereby employs you hereby accept employment with the Company on a probationary basis as **Relationship Manager - Partner Retention** pursuant to and in accordance with the terms and conditions set forth in this Appointment Letter.
- 1.2 **Date of joining** - Your date of joining the company's services and commencement of employment is **12 August 2019**.
- 1.3 **Working hours and weekly off** - Your working hours will be fixed subject to the actual timings of duty being fixed by the management from time to time. You may be transferred from one shift to another as and when applicable and as may be required to work for extra hours in case of requirement by your superiors in the interest of the company's work. In case you have been asked to work on Sundays, you are eligible to take complimentary off on any other day subjective to taking prior approval from your manager/HR manager. The application for the comp off shall be given to the requisite manager in advance (Two Working days).
- 1.4 **Place of work and transfer** - Your work-place will be presently based at Bangalore, the corporate office. At the discretion of the company, you may be posted or transferred to any unit/ undertaking



or establishment /division / department / branch / office of the company or to any other group of company at the sole discretion of the management and you shall perform such duties as may be assigned to you from time to time. On all such transfer(s) / Posting(s) you shall be governed by such conditions of service and rules and regulation as may be applicable in the transferee division / department firm / company etc.

- 1.5 **Training** - You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

Standard training schedule for new employee:

- 10 days of training (10 working days), will be provided and followed by certification process.
- Employee cannot continue with the service, if he/she takes any leave during the training period for any reason.
- Training period salary will be paid along with the third month salary.
- No training period salary will be paid to employees who fail to clear the certification and such employees cannot continue with the service.

- 1.6 **Probationary period** - You will be on probation for a period of three months from the date of your appointment. If in the opinion of the Management, you are found suitable for the post in which you have been appointed; your services will be confirmed in writing. During the period of your probation, management can terminate this appointment in 48 hours without any notice or payment.

2. Remuneration

- 2.1 Your compensation will be as per Annexure 'A' enclosed herewith. The salary shall be paid in accordance with the company's regular payroll practices and will be subject to statutory deductions as required by law, such as professional tax, provident fund and TDS will apply.
- 2.2 **Variable Compensation** - The Company will provide a variable compensation subjective to performance and targets being achieved during the month. This shall be communicated to you at regular intervals by the Manager (Human Resources Department) at the time of disbursement of salary.

3. Code of Conduct

- 3.1 During the period of employment, you will serve honestly, faithfully, diligently and efficiently for the growth of the Company. You shall honor your obligations under this Appointment Letter and any other agreement that you may be required to sign with the Company.
- 3.2 Your conduct shall be in conformity with the code of conduct, as in force from time to time.



Further, you shall carry out the instructions in letter and spirit, given by your superiors and shall not disobey any instructions given.

- 3.3 You shall not indulge in any unethical practices like "go slow" or non-cooperation etc.
- 3.4 You would be required to apply and maintain the highest standards of professional and personal conduct and integrity and comply with all the policies and procedures of the Company including but not limited to policies related to Confidential Information (defined hereinafter). These policies are updated on a periodical basis and may be introduced from time to time. As and when this happens, you will be notified and you will be required to comply with the same.
- 3.5 Should the need for disciplinary action be deemed necessary, this will be taken in accordance with the Company's policies and procedures.

4. Leave policy

- 4.1 You will be entitled to leaves as per law in force and as laid down in the Standing Orders of the company. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with half day of absence counted for every two late marks. You are entitled to 18 days of earned Leaves in a year other than national holidays and such other holidays as declared by the management of the Company. The earned leaves accrue at the rate of one and half a day per month after completion of the probationary period.
- 4.2 Any leave not sanctioned in advance will be treated as unauthorized absence and will attract loss of pay. Leave is not a matter of right and must be applied in advance for availing leaves.

5. Confidentiality

- 5.1 You shall keep confidential and retain in strictest confidence, any and all Confidential Information (hereinafter defined) of the Company, and shall use such Confidential Information only in furtherance of the performance of your duties.
- 5.2 All information, whether oral or written, transmitted or otherwise provided by or on behalf of the Company to you during your employment with the Company, and that should reasonably have been understood by you to be proprietary and confidential to the Company, including the confidential information of the Company's associates, affiliates, holding or subsidiary companies, and clients shall be treated as "Confidential Information".
- 5.3 At all times you will maintain absolute confidentiality about all matters relating to the business of the Company. You will not disclose an information or part with any documents to any external



party whilst in the employment of the Company or thereafter.

- 5.4 All Confidential Information is and shall remain the property of the Company, or in the case of information that the Company receives from a third party which the Company is obligated to treat as confidential, then the property of such third party.
- 5.5 You shall not make or cause, directly or indirectly, to be made, any public statement, public announcement, press release or other disclosure to the press which is intended, or could reasonably be expected, to have a detrimental effect on the Company or its businesses or operations, public image or reputation or its relations with customers, clients, partner suppliers, employees, lenders or other business associates.
- 5.6 You shall not discuss or reveal to anyone (directly or indirectly in any form or manner) any details of your engagement with the Company, including without limitation, nature of work, names or other details regarding the Company's clients, work processes and procedures, technology, compensation to you, payments and terms thereof by clients.
- 5.7 You shall not use/misuse Company trademark/logo/brand/name/goodwill or any relating to this other than stipulated purpose for which you are hired by the company without the written consent of the company.

6. Non-Compete

- 6.1 Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business of the Company. You are not permitted to engage in any other work for remuneration (part-time or otherwise) or work on advisory capacity during the Term, except with the written consent of the Director of the Company.
- 6.2 During the Term, you will not, directly or indirectly, individually or in combination or association with any other person or entity, whether as an officer, director, employee, shareholder, member, partner, joint venturer, sole proprietor, agent, independent contractor, consultant, advisor or otherwise, for pecuniary benefit, engage in or own (in whole or in part), manage, operate or otherwise carry on any business which competes with the Company. You agree and acknowledge that the Company reserves the right to take appropriate action against you for breach of this covenant.
- 6.3 Employee acknowledges and agrees that the restrictive covenants set forth in this section are necessary in order to protect and maintain the proprietary interests and other legitimate business interests of the Company and are reasonable in all respects.

7. Non-Solicitation



- 7.1 You acknowledge that the Company's competitive position depends to a great extent on its relationship with its clients and that as a function of your engagement, you will have communications with the Company's clients.
- 7.2 You, directly or indirectly, shall not, during the Term and / or for a period of two (2) years thereafter, refer business from any client to any enterprise or business other than the Company or to any enterprise or business that is in direct competition with the Company business or receive commissions based on sales or otherwise from any client that is in direct competition with the Company & business, or any enterprise or business other than the Company.
- 7.3 You shall not, during the Term and / or for a period of two (2) years thereafter, directly or indirectly, solicit, hire, negotiate with, or contact any employee of the Company for the purpose of hiring them or causing them to terminate their employment relationship with the Company.
- 7.4 You shall not, during the Term and / or for a period of two (2) years thereafter entice or solicit any contractors/vendors away from their association with the Company.

8. Termination and notice period

- 8.1 Employees who voluntarily resign from the Company are asked to serve notice period of 30 days from the resignation date. This resignation should be in writing and should briefly state the reason for leaving and the anticipated last day of work. In case an employee is not serving notice period his/her final settlement would be done by deducting 30 days salary.
- 8.2 During the probationary period your appointment is liable to terminate without any notice and without assigning by reason thereof whatsoever.
- 8.3 Your services during the probationary period or after confirmation can be terminated if the performance is not up to the mark or as expected.
- 8.4 You have been offered the position on the good faith that all the information and documents provided by you at the time of employment are true and correct. If any information so provided is found to be false or fabricated, your services will be terminated by the Company without any prior notice and any liability to pay any compensation.
- 8.5 If your services are terminated for material breach of the terms herein, including but not limited to confidentiality obligations and intellectual property policy, your services may be terminated by the Company with immediate effect by giving you a written notice of termination without any liability to pay any compensation.



8.6 Unauthorized absence or absence without permission from duty for a continuous period of 2 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.

8.7 Your service shall be liable to be terminated

- If you are found medically unfit or if you remain absent due to continued ill health you will have to undergo medical examination as per company's advice in such situation.
- By the company at any time without notice, if you are indulged in act of subordination, interference, corrupt practices, any misconduct, breach of trust, non-compliance with the administrative orders or provisions of service rules and regulations and conditions.
- By the company without notice if any time it has been found that the declarations or information including that given for seeking employment Furnished by you proved to be false and/or misleading and/or it has been found that you had willfully suppressed any information to the company.
- By the company at any time if you are declared insolvent or convicted of any offense involving any moral turpitude or found suspected of or misappropriation of money or others assets of the company. In case of breach of any of these conditions you shall be liable, in addition to termination of services to pay damages to the extent of loss suffered by the company. In case of default the company shall be entitled to withhold and appropriate your salary and other monetary benefits due to you till such times as the said amount are fully recovered.

9. Employment Dispute Resolution

9.1 In the event of a dispute, the parties will attempt to resolve any personal grievance or employment relationship problem as close to the point of origin as possible and in consonance with the Company policy on employment dispute resolution.

10. Defaults

10.1 If any action is brought to enforce the Company's rights or obligations under this Agreement, if the Company is the prevailing party in such action, then Company will be entitled to reimbursement from you all of its costs and expenses incurred in bringing or defending such action, including, without limitation, court costs and reasonable attorneys' fees and expenses. You acknowledge and agree that all of the Company's rights and remedies set forth in this. Agreements are cumulative and are in addition to all other rights and remedies available to the Company, at law, in equity or otherwise.

11. Miscellaneous

- 11.1 This Appointment Letter will be governed by, construed in accordance with and interpreted under and consistent with the laws of India without regard to the choice of law provisions thereof. You agree that the courts in Bangalore, Karnataka, shall have the exclusive jurisdiction over all disputes arising under this Appointment Letter.
- 11.2 All of the covenants, agreements and obligations contained in clause (Confidentiality), clause (Intellectual Property), clause (Non-competition), and clause (Non-solicitation) shall survive termination of this Agreement.

12. Responsibilities and Liabilities

- 12.1 You have been hired by the company only to sell the lead market mobile application subscription to financial intermediaries /agents/ associates as per lead market terms and conditions.
- 12.2 You are sole responsible for any kind of consequences arising out of misrepresentation, misguide, mis-selling with the associate/customer/consumer.
- 12.3 You have to work/communicate/represent in favor of the company (IndianMoney.com/SHPL) only for the purpose as stated in the employment offer document.

Other Rules and Regulations


It is clearly understood that you are employed mainly in Partner Retention Capacity. You shall devote your whole time and attention to the work of the company and shall not engage in or occupy yourself with any other work or take up the services of any other Company concern or carry on any business on your own accord.

Your designation, place of posting, assignment of duties, job content, etc. are liable to change from time to time at the discretion of the management.

In case of your leaving the job or termination of the same in any way, your final accounts including terminal or retriial benefits can only be settled after you handover the charge to the person nominated by the company and delivery to him all documents, correspondence, information, notices, goods, stores, property, money and other various materials supplied to you by the company in the proper way suggested by us, failing this the company shall have the right to withhold the payment of your final dues.

This appointment letter is in the duplicate and if the above terms and conditions are acceptable to you please return the duplicate copy of the same duly signed by you. You are appointed on the conditions that you accept the stipulations and conditions stated above and the company will be at liberty to invoke the aforesaid clauses for the purposes stated in the respective clauses.

IndianMoney.com
The Wealth Doctor

 **022 6181 6111**
India's Only Financial Education Helpline

We would like to take this opportunity to wish you a long and successful career with us.

With best wishes for a long and fruitful career with us,
Yours sincerely,



Neethu K
Manager - HR
Suvision Holdings Pvt. Ltd.

SUVISION HOLDINGS PRIVATE LIMITED (CIN U67120KA2008PTC047808)

No. 50, Vigneshwari, K.H. Road, Shantinagar, Bandra - 400097. Tel: 022 496 11111. Email: contact@IndianMoney.com



VERIFICATION OF EMPLOYEE DETAILS AUTHORISATION

In signing below I confirm that the information disclosed in the process of interview is true and I can provide required proofs and explanations to the company at any time. I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Name of Employee :

Signature of Employee :

Date :

DOCUMENTS NEED TO BE SUBMITTED:

1. All the mark sheet photo copy (Originals should be presented for verification).
2. ID Proof like Voter ID, Driving License, PAN Card.
3. Address Proof like Electricity Bill, Rent Agreement and Ration Card.
4. 4 Passport Size Photos.
5. Employment Proofs includes Salary Slips, Offer Letters, Reliving Letters, and Appraisal Letters of all previous Jobs.



Annexure		
Cost to the Company		
Employee Name	: T Thippesh	
Designation	: Relationship Manager	
Department	: Partner Retention	
Particulars(Rs)	Monthly	Yearly
Gross Total CTC	: 22,000	264,000
Gross Fixed CTC	: 17,000	204,000
Gross Variable CTC	: 5,000	60,000
Detailed Break Up		
Basic	: 8,500	102,000
HRA	: 3,400	40,800
LTA	: 0	0
Conveyance	: 800	9,600
Employee Contribution to PF	: 1,020	12,240
Employer Contribution to PF	: 1,157	13,882
Professional Tax	: 200	2,400
GMC	: 250	3,000
Gratuity	: 50	600
Special Allowance	: 1,623	19,478
Variable Compensation*	: 5,000	60,000
Total CTC	: 22,000	264,000

Note: 1) Any Tax liabilities arising out of the remuneration will be deducted as per the Income Tax rules and other statutory rules.

2) Variable compensation shall be paid separately as per company incentive policy.

Date :

Place :

IndianMoneyTM
The Wealth Doctor

 **022 6181 6111**
India's Only Financial Education Helpline

Employee Signature :



HR Signature :



09-Apr-19

Ms. Sandhya Hirematt
sandhyahm18@gmail.com

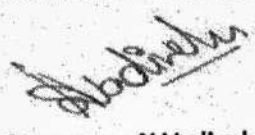
Dear Sandhya Hirematt,

Further to our interactions with you, we are pleased to offer you an internship at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement) as **Associate - Inside Sales**.

1. You will be governed by Terms & Conditions of employment and company policies of FACE.
2. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.
3. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration during your internship.
4. You will report to **Mr. Pandhalaraja U (Category Head)** or anyone whom he may depute. Your base location will be **Bangalore**.
5. Your date of joining will be intimated closer to your joining on acceptance of this offer.
6. You will be paid **Rs.10000/-** per month plus Performance Linked Pay (Maximum) of **Rs.5,000/-** during your three months internship. In addition, all expenses incurred for official purposes such as travel, phone, food, accommodation etc will be reimbursed as per company policy.
7. A full time offer of employment with a CTC of **Rs.500000/-** (Rs.300000 fixed & Rs.200000 variable) may be made based on your performance during the period of internship. It is possible that you may be posted to other base locations (different from your base location during internship) when being made a full-time offer.
8. This letter is a communication of an employment offer and is not a letter of appointment.

Thank you

For Focus 4 – D Career Education Pvt Ltd


Arumugam N Vadivelu
Manager – HR Ops & Strategy

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Date: August 01, 2019

Emp Temp Code: 8011073239

Md Asif Raza

B 1206 Nitesh Forest Hills Kadugodi Bangalore,

Karnataka - 560067, India

Contact No: +919123718101

Letter of Appointment

Dear Md,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade II** and you will be designated as **Executive- HR**. You are required to report to the Company's office at **Teleperformance Global Services, Crescent 3, 09th Floor, Prestige Shantiketan, Whitefield Main Road, Hoodi, Bangalore – 560048** on **August 01, 2019** ("Joining Date") at **9:30 AM**.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. Work exigencies and your profile may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at Company's office at **Bangalore**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **60 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **60 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).



In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behavior, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **January 01, 1995**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to Teleperformance and here's wishing you a rewarding career.

Yours Truly,
For Teleperformance Global Services Private Limited,

Preeti Acharya
General Manager- HR

I, Md Asif Raza, residing at B 1206 Nitesh Forest Hills Kadugodi Bangalore, Karnataka - 560067, India do hereby accept the terms and conditions in this letter.

Employee Signature	_____
Employee Name	Md Asif Raza

Enclosures:

1. Salary Annexure (Annexure I)
2. Declaration and Undertaking regarding non-disclosure (Annexure II)
3. Declaration (Annexure III)

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "Teleperformance" (wherever it appears in this letter) means Teleperformance.

Emp Code **8011073239**
Annexure I
Compensation Details

Name Of Employee:	Md Asif Raza
Designation:	Executive- HR
Grade:	Grade II
Date Of Joining:	August 01, 2019
City:	Bangalore
Salary Structure (Appointment)	Amount in Indian (INR)
Basic Pay	6,812.00
Housing Rent Allowance (HRA)	3,406.00
Transport Allowance	1,600.00
Flexible Benefit Plan	3,850.00
Gross Fixed Salary (1)	15,668.00
Provident Fund (Employee) (2)	817.00
ESIC (Employee) (3)	274.00
Net Take Home [1-(2+3)]	14,577.00
Provident Fund (Employer) (4)	817.00
ESIC (Employer) (5)	744.00
Statutory Bonus# (6)	567.00
Gratuity* (7)	328.00
Total Fixed Cost (1+4+5+6+7)	18,124.00
Annual Fixed CTC	217,488.00
Annual Performance Pay**	0 % of Annual Fixed CTC
<p>For Teleperformance Global Services Private Limited,</p> <p>Preeti Acharya General Manager- HR</p>	
<p>*Gratuity shall be payable as per "The Payment of Gratuity act". **Performance Pay will be paid on Annual Basis and would be payable subject to assessed performance achievement level, based on the "Performance Pay" payout policy. #Statutory Bonus is paid monthly as per "The Payment of Bonus act" and is in addition to the Net Take Home mentioned above.</p>	

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour

Employee Signature	_____
Employee Name	Md Asif Raza
Sub Process	_____

ANNEXURE II**DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Md Asif Raza** residing at **B 1206 Nitesh Forest Hills Kadugodi Bangalore, Karnataka - 560067, India**, and working as **Executive- HR**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Services Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai-400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed except if expressly requested by my manager. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and
 - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other remedies which may be available, either at law or in equity.

ANNEXURE II

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.

9. In the event of my leaving services of the Company, for any reason, during the 12-months period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
 - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
 - ii. canvass solicit or endeavor to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
 - iii. solicit, interfere with, or endeavor to entice away any employee of the Company; or
 - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.

10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.

11. I shall **NOT** make a 'facilitation payment'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.

12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
 - (a) any person who is so employed / associated becomes a relative, and/or
 - (b) a relative, in future, is so employed / associated with the Company.

I understand and acknowledge that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____ 20__

Employee Signature	_____
Employee Name	Md Asif Raza

Annexure III

DECLARATION

Article I.

I hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	8011073239
Employee Signature	_____
Employee Name	Md Asif Raza



PREMIER TECHNICAL CONSULTANTS

NABL ACCREDITED ISO / IEC 17025 : 2005 LABORATORY



Dr. H. M. Somasekharaiah, Technical Advisor & Managing Partner
Ph.D., M.Tech. (Str.), M.I.S.T.E., FIV, MIE.,

GSTIN : 29AAJFP7733N1ZF

(Engineering Services and Advanced Construction Material Testing Laboratory)

Ref. No.: PTC / APP LTR / 19180013 / -2019

Date: 01/08/2019

APPOINTMENT LETTER

To: VIJAYAKUMAR KOREPPA

On behalf of PREMIER TECHNICAL CONSULTANTS BALLARI, we here by inform you that you are appointed as SITE ENGINEER in our Consultancy. Details as follows:

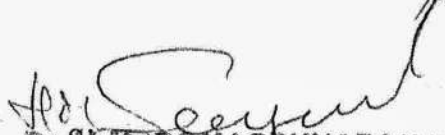
Position: Site Engineer

Location: Sindhanur

Joining Date: 01/08/2019

We look forward to you being a part of our team.

Date: 01/08/2019


Dr. Signature with seal

Ph.D., M.Tech., (Str.)
PREMIER TECHNICAL CONSULTANTS
No. 349/1G, Ganesh Nagar, Near Kurifarahi
Siruguppa Road, BALLARI-583103
Ph. Office: 08392 - 266800