



Aliah University

(Under the department of Minority Affairs and Madrasah Education, Govt. of West Bengal)
IIA/27, New Town, Kolkata - 700160, Phones: (033) 2341 6444, West Bengal, India

5.2.1 Placement of outgoing students during the last five years

Attached below are the scanned offer/ appointment letters of the students who got placement opportunities in the last 5 years through the Training and Placement Cell of Aliah University.

Registrar (Officiating)
Aliah University
New Town, Kolkata-700160

Ref. No : SE/OL/01/18-19
Date : 02/07/18

Md Zakaria
B-1/H/3, Ram Mohan Bera Lane
Kolkata-700014
West Bengal

E-mail-mdzakaria5@gmail.com

Sub: Appointment for "Trainee Web Consultant"

Dear Md Zakaria,

It is my pleasure to extend the following offer of employment to you on behalf of **Sketch Enterprises**, further to the interview and discussions you have with us. You are expected to join duty on 2nd July, 2018. You are appointed to the position of "**Trainee Web Consultant**", and in this capacity, you will report directly to **Mrs. Natasha Purakayastha**.

A detailed Appointment Letter will be issued at day of joining the organization. Kindly submit the following documents at the earliest. If you are failure to submit the proper documents or we receive any negative feedback from previous company through verification then you will get all your hardcopy of documents after completing probation period.

1. Four Passports sized photographs.
2. Xerox copy of your educational Qualifications and Professional Qualifications.
3. One reference from respectable person. If any.
4. Two Copy of Voter Id Card, PAN Card/ Madhyamik Admit Card (Xerox)

- **CTC:** You would be getting a cumulative CTC package of **Rs, 1, 20, 000 lacks per annum.***the salary break up details will be given in an appointment letter.

I look forward to an enduring relationship with you.

Yours Sincerely,
For Sketch Enterprises

Authorized Signatory
Human Resource Department

Agreed & Accepted

President/CEO & Director/MD

Sketch Enterprises

Ref. No : SE/OL/03/18-19
Date : 03/01/18

Sk Amber Razaa
100C, Karaya Road
Kolkata-700019
West Bengal

E-mail-skamberrazaa@gmail.com

Sub: Appointment for "Trainee Web Consultant"

Dear Sk Amber Razaa,

It is my pleasure to extend the following offer of employment to you on behalf of **Sketch Enterprises**, further to the interview and discussions you have with us. You are expected to join duty on 2nd July, 2018. You are appointed to the position of "**Trainee Web Consultant**", and in this capacity, you will report directly to **Mrs. Natasha Purakayastha**.

A detailed Appointment Letter will be issued at day of joining the organization. Kindly submit the following documents at the earliest. If you are failure to submit the proper documents or we receive any negative feedback from previous company through verification then you will get all your hardcopy of documents after completing probation period.

1. Four Passports sized photographs.
2. Xerox copy of your educational Qualifications and Professional Qualifications.
3. One reference from respectable person. If any.
4. Two Copy of Voter Id Card, PAN Card/ Madhyamik Admit Card (Xerox)

- **CTC:** You would be getting a cumulative CTC package of **Rs, 1, 20, 000 lacks per annum**.*the salary break up details will be given in an appointment letter.

I look forward to an enduring relationship with you.

Yours Sincerely,
For Sketch Enterprises

Authorized Signatory
Human Resource Department

Agreed & Accepted

President/CEO & Director/MD

Sketch Enterprises

Ref. No : SE/OL/02/18-19

Date : 03/01/18

Nowshaba Khan
29A/H/26, Palm Avenue
Kolkata-700019
West Bengal

E-mail-nowshabakhan55@gmail.com

Sub: Appointment for "Trainee Web Consultant"

Dear Nowshaba Khan,

It is my pleasure to extend the following offer of employment to you on behalf of **Sketch Enterprises**, further to the interview and discussions you have with us. You are expected to join duty on 2nd July, 2018.

You are appointed to the position of "**Trainee Web Consultant**", and in this capacity, you will report directly to **Mrs. Natasha Purakayastha**.

A detailed Appointment Letter will be issued at day of joining the organization. Kindly submit the following documents at the earliest. If you are failure to submit the proper documents or we receive any negative feedback from previous company through verification then you will get all your hardcopy of documents after completing probation period.

1. Four Passports sized photographs.
2. Xerox copy of your educational Qualifications and Professional Qualifications.
3. One reference from respectable person. If any.
4. Two Copy of Voter Id Card, PAN Card/ Madhyamik Admit Card (Xerox)

- **CTC:** You would be getting a cumulative CTC package of **Rs, 1, 20, 000 lacks per annum.***the salary break up details will be given in an appointment letter.

I look forward to an enduring relationship with you.

Yours Sincerely,
For Sketch Enterprises

Authorized Signatory
Human Resource Department

Agreed & Accepted

President/CEO & Director/MD

Sketch Enterprises

01 March, 2018

Sahil Mortuza
K.E.I.P Abas,
Ashaland, Kalagachia~,
Kolkata 700063

Dear Sahil,

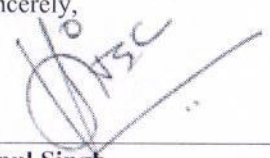
Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organization. Please find the details below:

- Position:** Member Technical
- Grade:** G2 L1
- Date of Joining:** On or Before 20 Aug, 2018
- Compensation:** Gross Compensation of Rs.400,002/- (Rupees Four Lakhs and Two Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP. (Details are attached)
- Probation & Notice Period:** You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits per ADP's policy & your employment with the Company is terminable by serving a notice of fifteen days on either side. On successful completion of probation period, the notice period would be of sixty days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.
- Place of work:** Your initial place of work will be at Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms & conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,



Vipul Singh
(Vice President & Head HR)

Accepted

Sahil Mortuza

Ref. No : SE/OL/03/18-19
Date : 12/03/18

Zainab Khan`
17/B, Kabitirtha Sarani
Khidderpore
Watgunj
Kolkata-700023
West Bengal

E-mail-khanzainab928@gmail.com

Sub: Appointment for "Trainee Web Consultant"

Dear Zainab Khan,

It is my pleasure to extend the following offer of employment to you on behalf of **Sketch Entertainment**, further to the interview and discussions you have with us. You are expected to join duty on 2nd July, 2018. You are appointed to the position of "**Trainee Web Consultant**", and in this capacity, you will report directly to **Mrs. Natasha Purakayastha**.

A detailed Appointment Letter will be issued at day of joining the organization. Kindly submit the following documents at the earliest. If you are failure to submit the proper documents or we receive any negative feedback from previous company through verification then you will get all your hardcopy of documents after completing probation period.

1. Four Passports sized photographs.
2. Xerox copy of your educational Qualifications and Professional Qualifications.
3. One reference from respectable person. If any.
4. Two Copy of Voter Id Card, PAN Card/ Madhyamik Admit Card (Xerox)

- **CTC:** You would be getting a cumulative CTC package of **Rs, 1, 20, 000 lacks per annum.***the salary break up details will be given in an appointment letter.

I look forward to an enduring relationship with you.

Yours Sincerely,
For Sketch Entertainment

Authorized Signatory
Human Resource Department

Agreed & Accepted

President/CEO & Director/MD

Ref No. REEL/HR/OL/17-18/Mar - 350
March 23, 2018

Ashir Mollick
Aliah University
Kolkata
West Bengal.
M: 9735728553



Ramky Enviro Engineers Limited
CIN: U74140TG1994PLC018833
Registered Office:
13th Floor, Ramky Grandiose
Ramky Towers, Gachibowli
Hyderabad - 500 032, Telangana
T: +91 40 2301 5000
F: +91 40 2301 5100
www.ramkyenviroengineers.com

Dear Mr. Ashir Mollick,

Subject: Offer of Appointment as "Management Trainee (Marketing)"

You may please refer to the discussions you had with us and we are pleased to offer you the position of *Management Trainee (Marketing)*. You are requested to report for Induction at our Corporate Office, Hyderabad, on July 2, 2018.

Remuneration & Other Benefits


- You will be paid CTC of Rs. 240000 (Rupees Two Lakh Forty Thousand Only) per annum.
- The Company may periodically, modify any remuneration, benefit, facility or perquisite that has been extended to you.
- You will be entitled to leaves and other benefits as per the policies framed by the Company from time to time, as applicable.
- Your services will be governed by the prevalent rules and regulations of the Company and any future amendments.
- You shall execute the service agreement with the company for 3 years at the time of joining.
- This offer is subject to your fitness and clearance of qualifying exam with a minimum of 60%.

A formal appointment letter will be issued to you upon joining.

Please return the copy of this letter, duly signed as token of your accepting the offer.

We are sure you will be a worthy stakeholder in our Company's growth. We wish you a challenging and rewarding career.

For Ramky Enviro Engineers Limited


P Narendra
Assistant General Manager -HR

Candidate's Acceptance

I accept the above offer and terms of employment.

Signature of Candidate
Name of Candidate
Date:



Ref No. REEL/HR/OL/17-18/Mar - 351
March 23, 2018

Md. Sefatullah
Aliah University
Kolkata
West Bengal.
M: 7384573599

Ramky Enviro Engineers Limited
CIN: U74140TG1994PLC018833
Registered Office:
13th Floor, Ramky Grandiose
Ramky Towers, Gachibowli
Hyderabad - 500 032, Telangana
T: +91 40 2301 5000
F: +91 40 2301 5100
www.ramkyenviroengineers.com

Dear Mr. Md. Sefatullah,

Subject: Offer of Appointment as "Management Trainee (Marketing)"

You may please refer to the discussions you had with us and we are pleased to offer you the position of **Management Trainee (Marketing)**. You are requested to report for Induction at our Corporate Office, Hyderabad, on July 2, 2018.

Remuneration & Other Benefits


- You will be paid CTC of Rs. 240000 (Rupees Two Lakh Forty Thousand Only) per annum.
- The Company may periodically, modify any remuneration, benefit, facility or perquisite that has been extended to you.
- You will be entitled to leaves and other benefits as per the policies framed by the Company from time to time, as applicable.
- Your services will be governed by the prevalent rules and regulations of the Company and any future amendments.
- You shall execute the service agreement with the company for 3 years at the time of joining.
- This offer is subject to your fitness and clearance of qualifying exam with a minimum of 60%.

A formal appointment letter will be issued to you upon joining.

Please return the copy of this letter, duly signed as token of your accepting the offer.

We are sure you will be a worthy stakeholder in our Company's growth. We wish you a challenging and rewarding career.

For Ramky Enviro Engineers Limited


P Narendra
Assistant General Manager -HR

Candidate's Acceptance

I accept the above offer and terms of employment.

Signature of Candidate

Name of Candidate

Date:



Ref No. REEL/HR/OL/17-18/Mar - 340
March 23, 2018

Md Earshad Ali
Aliah University
Kolkata
West Bengal.
M: 7980221244

Ramky Enviro Engineers Limited
CIN: U74140TG1994PLC018833
Registered Office:
13th Floor, Ramky Grandiose
Ramky Towers, Gachibowli
Hyderabad - 500 032, Telangana
T: +91 40 2301 5000
F: +91 40 2301 5100
www.ramkyenviroengineers.com

Dear Mr. Md Earshad Ali,

Subject: Offer of Appointment as "Management Trainee (Marketing)"

You may please refer to the discussions you had with us and we are pleased to offer you the position of *Management Trainee (Marketing)*. You are requested to report for Induction at our Corporate Office, Hyderabad, on July 2, 2018.

Remuneration & Other Benefits

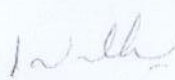
- You will be paid CTC of Rs. 240000 (Rupees Two Lakh Forty Thousand Only) per annum.
- The Company may periodically, modify any remuneration, benefit, facility or perquisite that has been extended to you.
- You will be entitled to leaves and other benefits as per the policies framed by the Company from time to time, as applicable.
- Your services will be governed by the prevalent rules and regulations of the Company and any future amendments.
- You shall execute the service agreement with the company for 3 years at the time of joining.
- This offer is subject to your fitness and clearance of qualifying exam with a minimum of 60%.

A formal appointment letter will be issued to you upon joining.

Please return the copy of this letter, duly signed as token of your accepting the offer.

We are sure you will be a worthy stakeholder in our Company's growth. We wish you a challenging and rewarding career.

For Ramky Enviro Engineers Limited


P Narendra
Assistant General Manager -HR

Candidate's Acceptance

I accept the above offer and terms of employment.

Signature of Candidate
Name of Candidate
Date:



LUMINO INDUSTRIES LTD.

Mfg. AAC, ACSR, AACSR, AACSR/AW, AL-59, ACAR, AAAC Conductors

www.luminoindustries.com

CIN : U14293WB2005PLC102556

"Usha Kiran", 12A, Camac Street, 5th Floor, Kolkata - 700 017 | P: +91 33 2282 9201 (5 Lines) | F: +91 33 2282 9206 | E: lumino@luminoindustries.com

Md. Firoj Ali Mondal
Vill-Changdana(W)
P.O. & P.S. Deganga, 24 Parganas (N)
Pin-743423

Date: 03rd April, 2018

Sub: - Letter Of Intent

Dear Md. Firoj Ali Mondal,

With reference to your application, we are pleased to make an offer of employment to you as 'GET' for EPC Division in Bihar.

Your date of Joining as mutually agreed upon is on or before 9th April, 2018.

Your Stipend details as agreed upon will be given to you on the date of joining.

If you agree to accept this offer on the aforesaid terms and conditions, please sign on the duplicate copy of this letter as token of your acceptance and return the same to us.

Yours faithfully,

For LUMINO INDUSTRIES LTD.


(Director/Authorized Signatory)



THE RAMCO CEMENTS LIMITED

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC000966

24th May, 2018

Mr. MAHABUB ALAM KHAN
RANI RASHMONI ROAD,
CANNING TOWN,
24 PGS(S)
WEST BENGAL - 743329

Dear Sir,

With reference to the written test and the subsequent interview you had with us, we are pleased to offer you the position of "Sales Trainee" in our organization on the following terms and conditions:

1. Training period : 1 year
2. Place of Training : Will be communicated on joining
3. Salary details :

Particulars	Amount in Rs. per month
Basic	7,000
Training Allowance	7,000
HRA	3,000
Conveyance	800
Total	17,800
Medical	583
PF	840
Grand Total	19,223

In addition to the above, field allowance @ Rs.200/- per day will be paid based on number of days of field visit and bonus / ex-gratia will be paid as and when declared by the Company.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

You will not be eligible for any other benefits apart from what is mentioned above.

4. You will be covered under the following insurance policies:

- (i) Group medi-claim insurance policy - Sum insured - Rs.2.25 lacs per annum and
- (ii) Group Personal Accident Policy (GPA) - Sum insured - Rs.14.00 lacs per annum.

Contd...2

14-Jun-2018

Dear Sahil Mortuza,
B.Tech/B.E., Computer Science & Engineering
Aliah University



Candidate ID – 12073319

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Letter Of Intent

Date: 13th june'18

Dear Mohammad Irfan,

With reference to your application and subsequent interview, the company intends to appoint you at the post of "**CAMP Manager(Dentedge Noida)**" and as compensation for services to be rendered, you will be paid Rs. 15,000 per month.

The formal letter of appointment will be issued to you after your joining and reference checks and documents formalities have been completed. your joining date will be 18th June 2018(Monday).

Welcome to "Webisdome" and look forward to your joining with us for a long and successful association.

With best wishes,

Webisdome Management Services Private Limited.

Accepted

(Authorised Signatory)

(Signature of Applicant)

14-Jun-2018

Dear Sabiha Sultana,
B.Tech/B.E., Electronics and Communication Engineering
Aliah University



Candidate ID – 12073333

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

OFFER LETTER

Date: 22nd Jun 2018

Mr./Ms. Faisal Khan,

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavour to change the face of education.

We are pleased to offer you the position of "Trainee - Sales" on following terms and conditions:

Offer Details:

Designation: Trainee - Sales
Department: Business Development - Sales
Role Location: Kolkata
Employment Type: Trainee
CTC per Annum:
• Fixed Compensation: INR 700000 /-
• Variable Compensation: INR 300000/-

Reporting Details:

Reporting Location: BYJU'S (Think & Learn Pvt Ltd), 6th Floor, Tower D, IBC Knowledge Park, Dairy circle, Bannerghatta Main Road, Bangalore- 560029.

Reporting Time: 08.30 AM

Date of Joining: 02nd Jul 2018

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- a) Provident Fund
- b) Income tax deducted at source at the rates applicable
- c) Employment/Professional taxes
- d) Dues to company including loans and advances
- e) Or any other applicable statutory deductions

The income Tax liability with regards your salary and perks and will be governed by the tax laws of the country as applicable from time to time.

- a) You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
- b) You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
- c) You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

Please accept this offer by clicking button in your portal so that we can initiate your onboarding process. Once initiated, you will be receiving an email confirmation for the same.

You are requested to join the services of the Company not later than **02nd Jul 2018**, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

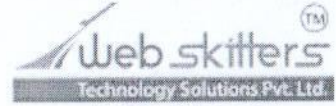
Yours sincerely,

For and Behalf of,
Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature



ISO 9001:2015 Certified

Webskitters Technology Solutions Pvt. Ltd.
Bengal Eco Intelligent Park, Unit No-7E,
7th Floor, Block-EM, Plot-9, Sector-V,
Salt Lake City, Kolkata-700 091
Tel: 033-6457-0422
www.webskitters.com

Ms. NOOR AFSHAN

Address- 42/43, Alam Mistry Lane, Pilkhana, P.S.- Golabari,
Dist.- Howrah, Pin- 711101

Subject: Intent Letter

Dear Noor,

With reference to the interview you had with us, we are pleased to designate you as **"Trainee Associate"** for our company reviewing your records and files.

We expect you to join as an apprentice with designation **"Trainee Associate"** on or before **03rd September, 2018**.

From your date of joining, you will be eligible for stipend of Rs. 4000/- per month up to next 3 months (Probation Period). Once you successfully complete your probation period, your Cost To Company (CTC) would be **Rs. 1, 00, 000/- (One Lakh Only)** per annum including all employee benefits and other variables.

You will be on an agreement for 2 years from your DOJ (Date of Joining) and you have to sign the **"Employee Agreement"** on your DOJ.

You are also requested to return us a copy of acceptance of this **"Intent Letter"** at the time of receiving.

We are looking forward to your exciting career in our organization.

Thanks & Regards

Suman Bhattacharjee
Vice President (HR)
WebSkitters Technology Solutions Pvt. Ltd.

Mr. SWARUP MONDAL

Address- Vill- Kukar Para, P.O.- Debaipur, P.S.- Ranitala,
Dist- Murshidabad, Pin- 742135

Subject: Intent Letter

Dear Swarup,

With reference to the interview you had with us, we are pleased to designate you as **"Trainee Associate"** for our company reviewing your records and files.

We expect you to join as an apprentice with designation **"Trainee Associate"** on or before **03rd September, 2018**.

From your date of joining, you will be eligible for stipend of Rs. 4000/- per month up to next 3 months (Probation Period). Once you successfully complete your probation period, your Cost To Company (CTC) would be **Rs. 1, 00, 000/- (One Lakh Only)** per annum including all employee benefits and other variables.

You will be on an agreement for 2 years from your DOJ (Date of Joining) and you have to sign the "Employee Agreement" on your DOJ.

You are also requested to return us a copy of acceptance of this **"Intent Letter"** at the time of receiving.

We are looking forward to your exciting career in our organization.

Thanks & Regards

Suman Bhattacharjee
Vice President (HR)
WebSkitters Technology Solutions Pvt. Ltd.



Lumino
Industries Ltd.

Regd. Office:

Acropolis - 12th Floor, 1050/1, Rajdanga Main Road, Kolkata - 700107

☎ +91 033 2441 2008/2009 ☎ +91 033 2441 2010

✉ info@luminoindustries.com | infoepc@luminoindustries.com

🌐 www.luminoindustries.com

Corporate Office: 4A Pollock Street, Room No. 307, Kolkata 700 001

Asif Iqbal Khan
Village +P.O – Kolkol
P.S – Galsi
District – Purba Bardhaman
State – West Bengal
Pin - 713144

Date: 19th September, 2018

Sub: - Letter Of Intent

Dear Mr. Asif Iqbal Khan,

With reference to your application, we are pleased to make an offer of employment to you as "Trainee – Mechanical" for Works at Junglepur.

Your date of Joining as mutually agreed upon is on or before 24th September, 2018.

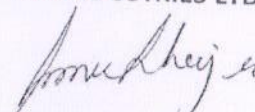
This offer is valid till date of joining

Your Stipend details as agreed upon will be given to you on the date of joining with Appointment Letter along with Bond Agreement.

If you agree to accept this offer on the aforesaid terms and conditions, please sign on the duplicate copy of this letter as token of your acceptance and return the same to us.

Yours faithfully,

For LUMINO INDUSTRIES LTD.


(Director/Authorized Signatory)

An ISO 9001:2015 (QMS)
ISO 14001:2015 (EMS) &
OHSAS 18001:2007
Certified Company



ACCREDITED

Business Unit I: Mfg. of Overhead Transmission Line Conductors & Aerial Bunched Cables

Business Unit II: Engineering Procurement Construction (EPC) Contractors

Works: At P/O-Biprannapara, Jalan Complex, P.S.: Domjur, Howrah 711 411

CIN: U14293WB2005PLC102556

10

To,
MD REZAUDDIN
1 NO. MOMINPORE ROAD,
KHIDDRPORE, KOLKATA
PIN - 700 023

Date: 25/06/2018

SUB :Offer Letter for the Position of " JR. WEB DEVELOPER"

Dear Md. Rezauddin,

Congratulations! We are pleased to confirm that on the basis of our discussion and interview with our Selection Panel, you have been selected to work for NATIT Solved Pvt. Ltd.

The position we are offering is that of "**Jr. Web Developer**" at a Gross Salary of **8,000/-** per month (details of which will be given on appointment). Your working hours will be from 10:00 am to 7:00 pm and working days will be Monday to Friday.

We would expect you to join on **2nd July, 2018** but not later than, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

On the date of joining, you may please bring the following documents :

- Address & ID proof (2 copies each)
- 3 passport size photo copies
- Training Course Certificate
- Educational documents

P Basak
25/06/18



[Signature]
[Signature]
25/06/18



Ref No: ooe\hr\1819\0370

Through e-Mail

To
Mr. Sohel Sk
Mahisbathan, Saltlake
Sector V, Kolkata
West Bengal- 700102

Sub: Offer of Employment

Dear Mr. Sk,

With reference to your interview conducted on **September 22, 2018** we are pleased to offer you an employment in this organization as **Trainee - Developer** as per the terms and conditions including CTC agreed by you during the interview and subject to completion of successful training of 30 days without pay.

On acceptance of this offer you may please note to send your confirmation vide mail and report for documentation verification on or before **September 25, 2018** as per our intimation letter with the followings:

1. Copy of Aadhaar Card
2. Copy of Ration Card/ Voter Identity Card
3. Copy of PAN Card
4. Copy of Local Address Proof (Electric/Telephone Bill, Rent Agreement, Residential Certificate etc.)
5. Copy of All Educational Qualification attained
6. Copy of Professional Qualifications achieved
7. Passport Size Photographs in 3 nos.

This offer letter does not give you the employee status of our company. Your appointment comes into effect only after completing the successful training and joining formality with us.

Thanking you.

For SOFTTHINK Intelligent Solutions Private Limited

(Jayanta Kr. Saha)
Director & Founder CEO

Dated: September 24, 2018



Ref No: ooe\hr\1819\0422

Through e-Mail

To
Mr. Atikul Islam
Hatiara
Baguiati Kolkata
West Bengal- 700157

Sub: Offer of Employment

Dear Mr. Islam,

With reference to your interview conducted on **October 05, 2018** we are pleased to offer you an employment in this organization as **Trainee - Developer** as per the terms and conditions including CTC agreed by you during the interview and subject to completion of successful training of 30 days without pay.

On acceptance of this offer you may please note to send your confirmation vide mail and report for documentation verification on or before **October 08, 2018** as per our intimation letter with the followings:

1. Copy of Aadhaar Card
2. Copy of Ration Card/ Voter Identity Card
3. Copy of PAN Card
4. Copy of Local Address Proof (Electric/Telephone Bill, Rent Agreement, Residential Certificate etc.)
5. Copy of All Educational Qualification attained
6. Copy of Professional Qualifications achieved
7. Passport Size Photographs in 3 nos.

This offer letter does not give you the employee status of our company. Your appointment comes into effect only after completing the successful training and joining formality with us.

Thanking you.

For SOFTTHINK Intelligent Solutions Private Limited

(Jayanta Kr. Saha)
Director & Founder CEO

Dated: October 05, 2018



Ref No: ooe\hr\1819\0421

Through e-Mail

To
Mr. MD Usman Gani
Athghara
Chinar Park Kolkata
West Bengal- 700136

Sub: Offer of Employment

Dear Mr. Gani,

With reference to your interview conducted on **October 05, 2018** we are pleased to offer you an employment in this organization as **Trainee - Developer** as per the terms and conditions including CTC agreed by you during the interview and subject to completion of successful training of 30 days without pay.

On acceptance of this offer you may please note to send your confirmation vide mail and report for documentation verification on or before **October 08, 2018** as per our intimation letter with the followings:

1. Copy of Aadhaar Card
2. Copy of Ration Card/ Voter Identity Card
3. Copy of PAN Card
4. Copy of Local Address Proof (Electric/Telephone Bill, Rent Agreement, Residential Certificate etc.)
5. Copy of All Educational Qualification attained
6. Copy of Professional Qualifications achieved
7. Passport Size Photographs in 3 nos.

This offer letter does not give you the employee status of our company. Your appointment comes into effect only after completing the successful training and joining formality with us.

Thanking you.

For SOFTTHINK Intelligent Solutions Private Limited

(Jayanta Kr. Saha)
Director & Founder CEO

Dated: October 05, 2018



Offer: Computer Consultancy
Ref: TCSL/DT20184526016/Kolkata
Date: 19/09/2018

Mr. Md Mamnun Jamil
Chanditala-I,
R K A N High School,
Kolkata-712704,
West Bengal.
Tel# 91-7001635585

Dear Md Mamnun Jamil,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20184526016

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajshat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



Offer: Computer Consultancy
Ref: TCSL/DT20184699954/Kolkata
Date: 19/09/2018

Mr. Pratik Kumar Pathak
Student(Ece154014), Dept. Of Electronics And Communication , Aliah University, Newtown Kolkata,
Aliah University,
Kolkata-700156,
West Bengal.
Tel# -

Dear Pratik Kumar Pathak,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20184699954

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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

Fwd: Wipro Elite National Talent Hunt | Acceptance of Letter of Intent

1 message

Abhishek Gupta <dipakgupta199518@gmail.com>
To: Jakir Hossain <jakirhossain20@gmail.com>

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

From: <campus.arena@wipro.com>

Date: Mon, 21 Jan 2019, 5:49 pm

Subject: Wipro Elite National Talent Hunt | Acceptance of Letter of Intent

To:

 cid:image007.jpg@01D48670,160DA880**Wipro Elite National Talent Hunt | Acceptance of Letter of Intent**

Dear Candidate,

Hearty congratulations on your selection in **Wipro Elite National Talent Hunt!**

We are pleased to inform you that we have issued your Letter of Intent online.
Additional details on the same have been shared with you over a separate email.

To take your candidature forward, we require you to **ACCEPT/ DECLINE** the Letter of Intent online on/ before 5 PM IST on 23rd January, 2019.

Please log on to: <https://synergy.wipro.com/campus/cd/> using your credentials and go to: Offer >> View Letter of Intent >> **Accept/ Decline** to close the pending action.

Thank you!

Regards,

Global Campus Hiring Team,

Wipro Limited

Please do not reply to this email. Replies to this email address are routed to an unmonitored mailbox.

Disclaimer:

The parameters and procedures of selection solely depend upon Wipro's discretion. Wipro is not liable to disclose any information at any stage of the selection process. Wipro also reserves the right to call back any provisional offer if the provisionally selected candidate does not meet the specified conditions which are prerequisite to being hired. Wipro also reserves the right to hold any provisionally candidate liable if it is proved to be involved in any illegal activity for instance: misrepresentation, fraud, production of illegal documents etc.

Wipro shall inform the candidates the results of the hunt: either selection or non-selection through the personal email ids or another mode of communication as provided by the respective candidates.

Wipro has not empowered any third party for conducting recruitment drive, requisite training, collecting fees or any other processes as envisaged under this program. Also, it is to be noted that Wipro does not charge any fee at any stage of this program. Likewise, only those registrations stand valid which are made in Wipro's official recruitment website. Any communication claimed to made on Wipro's behalf by any third party are to be considered as misrepresentation and an attempt to defraud and therefore, the same should be ignored. Wipro does not hold any responsibility towards such unauthorized communication made or believed by any.



LETTER OF INTENT

Date:

15/2/19

Name:

SAYANTAN DEB

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** for Virtual Customer Service of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 90 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 days period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 187000/- (Rupees One lakh eight seven thousand only), payable as per the following structure:

1. Annual Base Pay of INR 158950/- (Rupees One lakh fifty eight thousand nine hundred and fifty only) per annum payable in arrears in accordance with the Company's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.

Letter of Intent (LOI)Date: 05/03/19

To,

Name: Md. Taj Khan

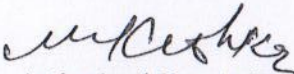
Address: _____

Dear Md. Taj

1. We are pleased to offer you the position of **Young Manager** in our Organization.
2. Your date of joining would be (3rd Jun'19), failing which, this LOI shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. Your initial place of posting will be at Kolkata. However, your services are transferable from one department to another or from one place to another anywhere in India which shall be at the discretion or requirement of the Company without any prior notice, depending upon the business exigency.
4. You will be undergoing On the job training for period of approx. **2.5 months**. During the training period, you will be paid stipend of Rs. **8,000/- (Rupees Eight Thousand Only)** per month and you will not be entitled for any other benefits.
5. Post successful completion of training period, you will be offered a full time employment with **Apollo Munich Health Insurance Company Limited** at Annual CTC of Rs. **3,00,000 (Rupees Three Lakh(s) Only)** + Incentives (Upto Rs. 50,000/- Per Annum) can go up to Rs. 1,50,000/- Per Annum) for high performers + Reimbursements (Upto Rs. 48,000/- Per Annum), with detailed compensation annexure and actual Job location.
6. One-time welcome bonus of Rs 10,000 (Rupees Ten Thousand Only) to be paid after completion of 4 months with AMHI.
7. If you leave the Company or submit your resignation before completion of first year, you will be liable to pay Rs. 75,000/- (Rupees Seventy-Five Thousand Only) to the company towards the expenses incurred towards your training.
8. Please carry original documents and submit the copies of the following documents on your date of joining:
 - a. 2 passport size photographs
 - b. PAN Card
 - c. Aadhaar Card
 - d. X & XII passing certificate
 - e. Highest Qualification: Provisional certificate / mark sheets for all years and final consolidated mark sheet (if any)
 - f. Cancelled Cheque / Bank Statement / Passbook copy

We look forward to welcoming you, and wish you all the best for this exciting new journey with AMHI.

For Apollo Munich Health Insurance Company Ltd.


Authorized Signatory

To know more about the world of Apollo Munich, please connect with us at LinkedIn
<https://www.linkedin.com/company/apollo-munich-health-insurance-company-ltd/>

Letter of Intent (LOI)

Date: 05/03/19

To,

Name: Wahida Rahman

Address: _____

Dear Wahida

1. We are pleased to offer you the position of **Young Manager** in our Organization.
2. Your date of joining would be (3rd Jun '19), failing which, this LOI shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. Your initial place of posting will be at Kolkata. However, your services are transferable from one department to another or from one place to another anywhere in India which shall be at the discretion or requirement of the Company without any prior notice, depending upon the business exigency.
4. You will be undergoing On the job training for period of approx. 2.5 months. During the training period, you will be paid stipend of Rs. 8,000/- (Rupees Eight Thousand Only) per month and you will not be entitled for any other benefits.
5. Post successful completion of training period, you will be offered a full time employment with **Apollo Munich Health Insurance Company Limited** at Annual CTC of Rs. 3,00,000 (Rupees Three Lakh(s) Only) + Incentives (Upto Rs. 50,000/- Per Annum) can go up to Rs. 1,50,000/- Per Annum) for high performers + Reimbursements (Upto Rs. 48,000/- Per Annum), with detailed compensation annexure and actual Job location.
6. One-time welcome bonus of Rs 10,000 (Rupees Ten Thousand Only) to be paid after completion of 4 months with AMHI.
7. If you leave the Company or submit your resignation before completion of first year, you will be liable to pay Rs. 75,000/- (Rupees Seventy-Five Thousand Only) to the company towards the expenses incurred towards your training.
8. Please carry original documents and submit the copies of the following documents on your date of joining:
 - a. 2 passport size photographs
 - b. PAN Card
 - c. Aadhaar Card
 - d. X & XII passing certificate
 - e. Highest Qualification: Provisional certificate / mark sheets for all years and final consolidated mark sheet (if any)
 - f. Cancelled Cheque / Bank Statement / Passbook copy

We look forward to welcoming you, and wish you all the best for this exciting new journey with AMHI.

For Apollo Munich Health Insurance Company Ltd.



Authorized Signatory

To know more about the world of Apollo Munich, please connect with us at LinkedIn
<https://www.linkedin.com/company/apollo-munich-health-insurance-company-ltd/>

Letter of Intent (LOI)Date: 05/03/19

To,

Name: Shahnayaz Alam

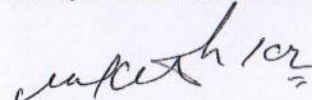
Address: _____

Dear Shahnayaz

1. We are pleased to offer you the position of Young Manager in our Organization.
2. Your date of joining would be (3rd Jun '19), failing which, this LOI shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. Your initial place of posting will be at Kolkata. However, your services are transferable from one department to another or from one place to another anywhere in India which shall be at the discretion or requirement of the Company without any prior notice, depending upon the business exigency.
4. You will be undergoing On the job training for period of approx. 2.5 months. During the training period, you will be paid stipend of Rs. 8,000/- (Rupees Eight Thousand Only) per month and you will not be entitled for any other benefits.
5. Post successful completion of training period, you will be offered a full time employment with Apollo Munich Health Insurance Company Limited at Annual CTC of Rs. 3,00,000 (Rupees Three Lakh(s) Only) + Incentives (Upto Rs. 50,000/- Per Annum) can go up to Rs. 1,50,000/- Per Annum) for high performers + Reimbursements (Upto Rs. 48,000/- Per Annum), with detailed compensation annexure and actual Job location.
6. One-time welcome bonus of Rs 10,000 (Rupees Ten Thousand Only) to be paid after completion of 4 months with AMHI.
7. If you leave the Company or submit your resignation before completion of first year, you will be liable to pay Rs. 75,000/- (Rupees Seventy-Five Thousand Only) to the company towards the expenses incurred towards your training.
8. Please carry original documents and submit the copies of the following documents on your date of joining:
 - a. 2 passport size photographs
 - b. PAN Card
 - c. Aadhaar Card
 - d. X & XII passing certificate
 - e. Highest Qualification: Provisional certificate / mark sheets for all years and final consolidated mark sheet (if any)
 - f. Cancelled Cheque / Bank Statement / Passbook copy

We look forward to welcoming you, and wish you all the best for this exciting new journey with AMHI.

For Apollo Munich Health Insurance Company Ltd.


Authorized Signatory

To know more about the world of Apollo Munich, please connect with us at LinkedIn
<https://www.linkedin.com/company/apollo-munich-health-insurance-company-ltd/>



Best in Class in the Insurance Sector

This is an affirmation of our employees' faith in our
Transparency, Beliefs and Camaraderie

Apollo Munich Health Insurance Co. Ltd.

2/1, 4th Floor, Kankaria Centre, Russell Street, Kolkata- 700071, West Bengal. **Corp. Office:** 1st Floor, SCF -19, Sector - 1, Gurugram - 122 001, Haryana. **Regd. Office:** Apollo Hospitals Complex, 8-2-293/82/J III/DH/900, Jubilee Hills, Hyderabad - 500033, India. • **Tel:** +91 124 4584333 • **Fax:** +91 124 4584111 • **Website:** www.apollomunichinsurance.co • **Email:** customerservice@apollomunichinsurance.com • **IRDAI Reg.No.:** - 131 • **CIN:** U66030TG2006PLC051760

21-Mar-2019

Dear MD Miraj Uddin,
B.Tech/B.E., Mechanical Engineering
Aliah University

Candidate ID – 13068766

In continuation to our discussions, we are pleased to offer you the role of **Engineer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



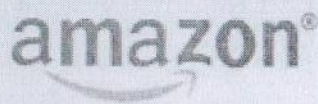
Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



LETTER OF INTENT

Date: 13/4/2019

Full Name: RITAM DUTTA

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of **TRON Analyst** at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of **Rs.250,000 (Rupees Two Lakhs Fifty Thousand Only)** per annum. In addition, you will be eligible for benefits as per company policies at the time of joining.

Please note, your appointment in the Company will be confirmed only on executing the detailed offer letter and NDA, which may be issued to you at a later date.

Terms and Conditions: Post Offer and Acceptance

- As per Company Business Requirements, you will be issued an offer letter with a proposed date of joining before 31st May 2019.
- The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up another offer employment (other than with the Company) before issue of the Offer Letter.
- The Company reserves the rights to revise the proposed salary and benefits as per prevailing levels of pay at the time of issue of the Offer Letter and thereafter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part.
- **Probation**
You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.
- **Hours of work**
The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. Your work may entail rotational shifts or related requirements for respective teams.
- **Place of Work**
You should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.
- **New Hire Background Investigation**
It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed. In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.



LETTER OF INTENT

Date: 13/04/2019

Full Name: PRASIT GHOSH

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of **TRON Analyst** at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of **Rs.250,000 (Rupees Two Lakhs Fifty Thousand Only) per annum**. In addition, you will be eligible for benefits as per company policies at the time of joining.

Please note, your appointment in the Company will be confirmed only on executing the detailed offer letter and NDA, which may be issued to you at a later date.

Terms and Conditions: Post Offer and Acceptance

- As per Company Business Requirements, you will be issued an offer letter with a proposed date of joining before 31st May 2019.
- The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up another offer employment (other than with the Company) before issue of the Offer Letter.
- The Company reserves the rights to revise the proposed salary and benefits as per prevailing levels of pay at the time of issue of the Offer Letter and thereafter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part.
- **Probation**
You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment, or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.
- **Hours of work**
The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. Your work may entail rotational shifts or related requirements for respective teams.
- **Place of Work**
You should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.
- **New Hire Background Investigation**
It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.



Development Centre
(India) Private Limited

LETTER OF INTENT

Date: 13-04-19

Full Name: SK ALAMIN

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of *TRON Analyst* at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of Rs.250,000 (Rupees Two Lakhs Fifty Thousand Only) per annum. In addition, you will be eligible for benefits as per company policies at the time of joining.

Please note, your appointment in the Company will be confirmed only on executing the detailed offer letter and NDA, which may be issued to you at a later date.

Terms and Conditions: Post Offer and Acceptance

- As per Company Business Requirements, you will be issued an offer letter with a proposed date of joining before 31st May 2019.
- The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up another offer employment (other than with the Company) before issue of the Offer Letter.
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- **Hours of work**
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- **Place of Work**
You should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.
- **New Hire Background Investigation**
It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed. In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

2nd Floor, Block-A & Block-B, Sy No. 109,110 and 111/2, Nanakramguda Village, Serilingampally Mandal, Ranga Reddy Dist, Hyderabad - 500 032.
Tel: +91-40-3992 1111 Fax: +91-40-3911 3570

www.india.amazon.com

CIN: U72200KA2004FTC034233

Scanned by CamScanner



LETTER OF INTENT

Date: 13/04/2019

Full Name: Md Tousif Nowaz

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of **TRON Analyst** at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of **Rs.250,000 (Rupees Two Lakhs Fifty Thousand Only)** per annum. In addition, you will be eligible for benefits as per company policies at the time of joining.

Please note, your appointment in the Company will be confirmed only on executing the detailed offer letter and NDA, which may be issued to you at a later date.

Terms and Conditions: Post Offer and Acceptance

- As per Company Business Requirements, you will be issued an offer letter with a proposed date of joining before 31st May 2019.
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You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.
- **Hours of work**
The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. Your work may entail rotational shifts or related requirements for respective teams.
- **Place of Work**
You should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.
- **New Hire Background Investigation**
It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.



Development Centre
(India) Private Limited

Date: 13/04/19

LETTER OF INTENT

Full Name: MOSARAF HOSSAIN

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of **TRON Analyst** at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of **Rs. 250,000 (Rupees Two Lakhs Fifty Thousand Only)** per annum. In addition, you will be eligible for benefits as per company policies at the time of joining.

Please note, your appointment in the Company will be confirmed only on executing the detailed offer letter and NDA, which may be issued to you at a later date.

Terms and Conditions: Post Offer and Acceptance

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Development Centre
(India) Private Limited

LETTER OF INTENT

Date: 13-04-19

Full Name: SUBHAM JAISWAL

Dear

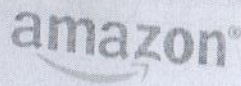
With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of **TRON Analyst** at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of **Rs.250,000 (Rupees Two Lakhs Fifty Thousand Only) per annum**. In addition, you will be eligible for benefits as per company policies at the time of joining.

Please note, your appointment in the Company will be confirmed only on executing the detailed offer letter and NDA, which may be issued to you at a later date.

Terms and Conditions: Post Offer and Acceptance

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It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.



Development Centre
(India) Private Limited

LETTER OF INTENT

Date: 13th April 2019

Full Name: Kainaath Jabir

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of **TRON Analyst** at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of Rs.250,000 (Rupees Two Lakhs Fifty Thousand Only) per annum. In addition, you will be eligible for benefits as per company policies at the time of joining.

Please note, your appointment in the Company will be confirmed only on executing the detailed offer letter and NDA, which may be issued to you at a later date.

Terms and Conditions: Post Offer and Acceptance

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Tel: +91-40-3992 1111 Fax: +91-40-3911 3570
www.india.amazon.com
CIN: U72200KA2004FTC034233

16-04-19 11:47

Thanks & Regards
Asif Iqbal
09732831161



Development Centre
(India) Private Limited

LETTER OF INTENT

Date: June 19, 2019

Full Name: Md. Nafiuzzaman Khan

Dear Nafiuzzaman

With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of **Risk Investigator** at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of **Rs.290,000 (Rupees Two Lakhs Ninety Thousand Only) per annum**. In addition, you will be eligible for benefits as per company policies at the time of joining.

Please note, your appointment in the Company will be confirmed only on executing the detailed offer letter and NDA, which may be issued to you at a later date.

Terms and Conditions: Post Offer and Acceptance

- As per Company Business Requirements, you will be issued an offer letter with a proposed date of joining before 31st July 2019.
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In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

Md. Nafiuzzaman Khan.

ETA**GENERAL****ETA GENERAL PRIVATE LIMITED**

ETA Star House, New No. 71, Old No. 63, Sterling Road, 3rd Floor, Nungambakkam,
Chennai - 600 034. Tel: +91 44 43402345, Fax: +91 44 43402343

May 27, 2019

Mr. Subham Jaisawal
#19B/H/3 Goabagan St,
Loha Patti, Hotel Galli
Kolkata-700006

Dear Mr. Subham Jaisawal,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of **Graduate Engineer Trainee – Projects** based at **Kolkata**.

Initially, you will undergo Induction & Training at Kolkata and thereafter posted in any of the branch in Eastern Region as per Company's requirement.

You will be paid a gross salary of **Rs.3,00,000/- (Rupees Three Lakh Only)** per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before **10th June, 2019**. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long term basis.

With best wishes,

For **ETA GENERAL PRIVATE LIMITED**,

M Ejazuddin
Chief Executive Officer

ETA

ETA GENERAL PRIVATE LIMITED

ETA Star House, New No. 71, Old No. 63, Sterling Road, 3rd Floor, Nungambakkam,
Chennai - 600 034. Tel: +91 44 43402345, Fax: +91 44 43402343

GENERAL

May 27, 2019

Mr.MD Akram Javed
#398/278,
Debalpur,
Kharagpur-72301

Dear Mr. Akram Javed,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of **Graduate Engineer Trainee - Project Sales** based at **Kolkata**.

Initially, you will undergo Induction & Training at Kolkata and thereafter posted in any of the branch in Eastern Region as per Company's requirement.

You will be paid a gross salary of **Rs.3,00,000/- (Rupees Three Lakh Only)** per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before **10th June, 2019**. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long term basis.

With best wishes,

For **ETA GENERAL PRIVATE LIMITED**,

M Ejazuddin
Chief Executive Officer

ETA**GENERAL****ETA GENERAL PRIVATE LIMITED**

ETA Star House, New No. 71, Old No. 63, Sterling Road, 3rd Floor, Nungambakkam,
Chennai - 600 034. Tel: +91 44 43402345, Fax: +91 44 43402343

May 27, 2019

Mr.MD Raihan Shaikh
Vill + P.O - Alipur,
PS: Kaliachak Dist,
Malda,
West Bengal-732201

Dear Mr. Raihan Shaikh,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of **Graduate Engineer Trainee - Projects** based at **Bhubaneswar**.

Initially, you will undergo Induction & Training at Kolkata and thereafter posted in any of the branch in Eastern Region as per Company's requirement.

You will be paid a gross salary of Rs.3,00,000/- (**Rupees Three Lakh Only**) per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before **10th June, 2019**. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long term basis.

With best wishes,

For ETA GENERAL PRIVATE LIMITED,

M Ejazuddin
Chief Executive Officer



ETA GENERAL PRIVATE LIMITED

ETA Star House, New No. 71, Old No. 63, Sterling Road, 3rd Floor, Nungambakkam,
Chennai - 600 034. Tel: +91 44 43402345, Fax: +91 44 43402343

May 27, 2019

Mr. Saikh Mohammed Elahi
#Saratpally,P.S-Berhampore,
Dist:Murshidabad,
Murshidabad-700006

Dear Mr. Saikh Mohammed,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position of **Graduate Engineer Trainee - Project Sales** based at **Jharkhand**.

Initially, you will undergo Induction & Training at Kolkata and thereafter posted in any of the branch in Eastern Region as per Company's requirement.

You will be paid a gross salary of **Rs.3,00,000/- (Rupees Three Lakh Only)** per annum. Additionally, you are eligible for Mobile and Conveyance expenses as per the Company Policy.

This offer is valid subject to your joining us on or before **10th June, 2019**. Detailed appointment letter will be issued at the time of joining.

We look forward to having you with us on a long term basis.

With best wishes,

For ETA GENERAL PRIVATE LIMITED,

M Ejazuddin
Chief Executive Officer



SOFTTHINK Intelligent Solutions Pvt. Ltd.

www.softthink.co.in

Ref No: ooe\hr\1920\0259

Through e-mail

To
Mr. Md. Kabir Hossen Mondal
Mohammadpur, Kadampukur, New Town (Near Ecospace) - 700156
West Bengal

Sub: Offer of Employment

Dear Mr. Mondal,

With reference to your interview conducted on 5th August 2019, we are pleased to offer you an employment in this organization as **Entry Level Trainee Engineer** as per the terms and conditions agreed by you during the interview and subject to your background verifications by a Third Party verification service provider engaged by us.

On acceptance of this offer you may please note to send your confirmation vide mail and report for documentation on or before **September 5th, 2019** at our Kolkata office as per our intimation later on with the followings:

1. Copy of Aadhaar Card
2. Copy of Voter Identity Card
3. Copy of PAN Card
4. Copy of Local Address Proof (e.g. Electric Bill, Telephone Bill, Rent Bill etc)
5. Copy of All Educational Qualification attained
6. Copy of Professional Qualifications achieved
7. Passport Size Photographs in 3 nos.

This offer letter does not give you the employee status of our company. Your appointment comes into effect only after completing the successful background verification by a Third-Party verification service provider engaged by us and your joining formalities.

Thanking you.

For SOFTTHINK Intelligent Solutions Private Limited

(Jayanta Kr. Saha)
Founder CEO & Director
Dated: September 3, 2019



Ref No: ooe\hr\1920\0260

Through e-mail

To
Mr. Shaikh Ali Shams
Bhatenda (E), Rajarhat, Kolkata - 700 135
West Bengal

Sub: Offer of Employment

Dear Mr. Shams,

With reference to your interview conducted on 5th August 2019, we are pleased to offer you an employment in this organization as **Entry Level Trainee Engineer** as per the terms and conditions agreed by you during the interview and subject to your background verifications by a Third Party verification service provider engaged by us.

On acceptance of this offer you may please note to send your confirmation vide mail and report for documentation on or before **September 5th, 2019** at our Kolkata office as per our intimation later on with the followings:

1. Copy of Aadhaar Card
2. Copy of Voter Identity Card
3. Copy of PAN Card
4. Copy of Local Address Proof (e.g. Electric Bill, Telephone Bill, Rent Bill etc)
5. Copy of All Educational Qualification attained
6. Copy of Professional Qualifications achieved
7. Passport Size Photographs in 3 nos.

This offer letter does not give you the employee status of our company. Your appointment comes into effect only after completing the successful background verification by a Third-Party verification service provider engaged by us and your joining formalities.

Thanking you.

For SOFTTHINK Intelligent Solutions Private Limited

(Jayanta Kr. Saha)
Founder CEO & Director
Dated: September 3, 2019



SOFTTHINK Intelligent Solutions Pvt. Ltd.

www.softthink.co.in

Ref No: ooe\hr\1920\0259

Through e-mail

To

Mr. Md. Kabir Hossen Mondal

Mohammadpur, Kadampur, New Town (Near Ecospace) - 700156

West Bengal

Sub: Offer of Employment

Dear Mr. Mondal,

With reference to your interview conducted on 5th August 2019, we are pleased to offer you an employment in this organization as **Entry Level Trainee Engineer** as per the terms and conditions agreed by you during the interview and subject to your background verifications by a Third Party verification service provider engaged by us.

On acceptance of this offer you may please note to send your confirmation vide mail and report for documentation on or before **September 5th, 2019** at our Kolkata office as per our intimation later on with the followings:

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Thanking you.

For SOFTTHINK Intelligent Solutions Private Limited

(Jayanta Kr. Saha)

Founder CEO & Director

Dated: September 3, 2019

Fwd: *Opportunity at Anza Services LLP*****

Thu, Dec 3, 2020 at 3:05 PM

Peer Umar <peerumar420@gmail.com>
To: jakirhossain20@gmail.com

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

From: **Anza Admin** <anzaadmin@anzaservicesllp.com>
Date: Wed, 2 Dec 2020, 11:02 pm
Subject: ***Opportunity at Anza Services LLP***
To: peerumar420@gmail.com <peerumar420@gmail.com>
Cc: Prasun Maharaj <prasunmaharaj@anzaservicesllp.com>

Hi Ummer,

Congratulations, you are selected for the Internship Programme at ANZA Services LLP. A brief about ANZA Services is mentioned below for you to make an informed decision. Please confirm the joining date- will it be the 8th or 9th December 2020.

ANZA Services LLP, is one of the 5 players only across India that provide legal process management services to UK based law firms and financial services firms. Our journey started in 2003. We carry out all the back-end admin functions for our clients in UK. The job tests your writing skills, attention to details, logical reasoning and analytical skills. These are required for you to be able to carry out complex transactions for the UK based clients. It is a niche segment that we operate in.

- All the work is carried out through ERPs and therefore need to have computer usage skills.
- Your written English skills should be good as even a letter missing on our documents creates issues.
- You can grow from a fresher to a manager over 5 years, subject to updating your domain skills.
- You will be working during UK working hours, which means from 12:30 to 9:30pm Indian time.
- Subject to your performance, we can even send you across to our onsite client locations for further learning and experience.
- Our tech team comprises of senior software developers and RPA specialists. Should you wish to join that then we will be happy for you to do so, subject to you having the necessary skills or learn those skills.

Please find attached the job features and programme that we are offering. As discussed over the phone the key points are as below

- Your accommodation charges during "On the Job Training period" up to Rs 6,000 per month will be reimbursed upon receipt of Bill/Invoice copy at the end of month.
- Your train tickets will be reimbursed at the end of 4th month.
- From 4th till 6th month you will be paid a stipend of Rs 10,000 per month
- From 7th month you will be on payroll and will be paid Rs 15,000 per month

Please confirm that you have understood the entire program and are willing to proceed upon which I shall issue you a "Letter of Intent".

Fwd: *Opportunity at Anza Services LLP*****

2 messages

Thu, Dec 3, 2020 at 3:05 PM

paltan saha <gp8337845201@gmail.com>
To: jakirhossain20@gmail.com

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

From: **Anza Admin** <anzaadmin@anzaservicesllp.com>
Date: Wed, 2 Dec 2020, 23:04
Subject: ***Opportunity at Anza Services LLP***
To: gp8337845201@gmail.com <gp8337845201@gmail.com>
Cc: Prasun Maharaj <prasunmaharaj@anzaservicesllp.com>

Hi Paltan,

Congratulations, you are selected for the Internship Programme at ANZA Services LLP. A brief about ANZA Services is mentioned below for you to make an informed decision. Please confirm the joining date- will it be the 8th or 9th December2020.

ANZA Services LLP, is one of the 5 players only across India that provide legal process management services to UK based law firms and financial services firms. Our journey started in 2003. We carry out all the back-end admin functions for our clients in UK. The job tests your writing skills, attention to details, logical reasoning and analytical skills. These are required for you to be able to carry out complex transactions for the UK based clients. It is a niche segment that we operate in.

- All the work is carried out through ERPs and therefore need to have computer usage skills.
- Your written English skills should be good as even a letter missing on our documents creates issues.
- You can grow from a fresher to a manager over 5 years, subject to updating your domain skills.
- You will be working during UK working hours, which means from 12:30 to 9:30pm Indian time.
- Subject to your performance, we can even send you across to our onsite client locations for further learning and experience.
- Our tech team comprises of senior software developers and RPA specialists. Should you wish to join that then we will be happy for you to do so, subject to you having the necessary skills or learn those skills.

Please find attached the job features and programme that we are offering. As discussed over the phone the key points are as below

- Your accommodation charges during "On the Job Training period" up to Rs 6,000 per month will be reimbursed upon receipt of Bill/Invoice copy at the end of month.
- Your train tickets will be reimbursed at the end of 4th month.
- From 4th till 6th month you will be paid a stipend of Rs 10,000 per month
- From 7th month you will be on payroll and will be paid Rs 15,000 per month

Please confirm that you have understood the entire program and are willing to proceed upon which I shall issue you a "Letter of Intent".

2020 present
Civil



Date: January 05, 2021

Strictly Private & Confidential

ASHAD INTEKHAB

Dear ASHAD INTEKHAB,

Re: Offer Letter

Congratulations! Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the role of **Associate Analyst**. The role will be based in our office at **Kolkata** (the exact address will be communicated to you via an e-mail) with the joining date of **Jan 12, 2021**. Please note that in accordance with the needs of the business or due to any unforeseen circumstances, you may be required, from time to time, to work from other locations in India or out of India. In case, you are required to work from other location due to whatsoever reason(s), all the terms and conditions mentioned in this offer letter / service agreement will remain same including the monetary terms. However, discretion to change / add / delete / amend any of the term including monetary terms in such a scenario will exclusively vest with the Company.

Your Gross CTC (Cost to Company) and the related important terms have been detailed in the Annexure A to this letter.

Please note that this offer is subject to following conditions:

- a. You satisfactorily clear the background check as per the company policy.
- b. You do not have any contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company.
- c. You do not have any health restrictions that might interfere with your ability to perform the inherent job requirements and job demands of the above-mentioned role.

You are requested to note the important Terms:

- 1. Your employment will be governed by the rules, regulations & policies of the Company. All the benefits are as per the Company's policies, which are subject to change from time to time.
- 2. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with XL Dynamics.
- 3. You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

Candidate Name:- Md. Sadan Ansari **Institute Name:-** Aliah University

Subject: Letter of Offer from the Kotak Life Insurance

We are happy to inform that you have been selected as a **Management Trainee** by the Kotak Mahindra Group for;

❖ **Kotak Life**

Your **remuneration** per annum is **Rs. 3.5 L PA CTC** plus annual incentives (subject to the minimum performance criteria of ("Meets Expectation") Your Offer letter giving details of your compensation break-up, benefits & other terms & conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you along with your offer letter. Your appointment is however subject to being certified medically fit by a doctor at the time of your joining.

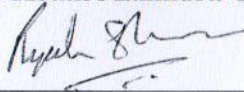
In case of any queries, do get in touch with us at the email id of the HR Relationship manager for the Company you have been recruited for.

paulami.bhattacharjee@kotak.com	Kotak Life
sourav.bhattacharjee@kotak.com	Kotak Life

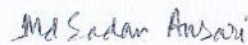
Kindly sign a copy of this offer letter conveying your acceptance.

Our best wishes & looking forward to seeing you on board early next year.

For the Kotak Mahindra Group



Signature of the candidate



Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U66030MH2000PLC128503

Registered Office:

2nd Floor,
Plot # C - 12,
G- Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

7th Floor, Kotak Infinity, Bldg. No. 21,
Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

T +91 22 66057777
F +91 22 67425649 / 50
<http://insurance.kotak.com>

Koi hai... hamesha

16-Dec-2019

Dear Aanzil Akram Halsana,
B.E / B.Tech, Computer Science & Engineering
Aliah University

Candidate ID – 13915935

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

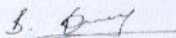
Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Date: 10.03.20

Name: Md. Junaid Siddique
Personal Email: junaid.siddique.mjs@gmail.com
Phone: 9831969574

Sub: Offer Letter

Congratulations! This is with reference to your discussion and interview with our selection board, we feel delighted to offer you the position of '**Junior Associate**' at UNIFIED INFOTECH PRIVATE LIMITED. We are sure that there will be a lot of mutual value adds with the beginning of your association with us!

Start Date: Will be disclosed shortly

Location: DN 53, Webel STP II, First Floor, Salt Lake City, Kolkata – 700091

Reporting time on the day of joining: 10:30 A.M

Compensation package:

Monthly Gross Salary : ₹ 18,553/- (Rupees Eighteen Thousand Five Hundred & Fifty Three Only)

Employer Contribution to PF : ₹ 844/- (Rupees Eight Hundred & Forty Four Only)

Employer Contribution to ESI : ₹ 603/- (Rupees Six Hundred & Three Only)

Monthly CTC : ₹ 20,000/- (Rupees Twenty Thousand Only)

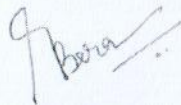
Please Note that CTC refers to total Cost to Company. Statutory Deductions like Profession tax, TDS, PF, ESI contribution etc will be made as applicable. CTC is arrived at by adding your Gross Salary plus Statutory Employer contributions like PF, ESI or any such other statutory employer obligations, if applicable.

Confirmation: UIPL has a probationary period of Three (3) months starting from your date of joining. After completion of three months you will be treated as a confirmed employee based on your performance.

This is subject to all information presented verbal or written at time of interview being true.

Once again, we are extremely pleased to have you at UIPL and extend a very warm welcome.

Regards,
(For Unified Infotech Pvt. Ltd.)



RISIKA BERA
Senior Executive - HR



Development Centre
(India) Private Limited

Tentative date of joining: 18th June 2020

LETTER OF INTENT

Tentative date of exam: 4th June 2020

Date: 07/02/2020

Full Name: SAEM ALI

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of **TRON Associate** at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of **Rs.250,000 (Rupees Two Lakhs Fifty Thousand Only) per annum**. In addition, you will be eligible for benefits as per company policies at the time of joining.

Please note, your appointment in the Company will be confirmed only on executing the detailed offer letter and NDA, which may be issued to you at a later date.

Terms and Conditions: Post Offer and Acceptance

- As per Company Business Requirements, you will be issued an offer letter with a proposed date of joining before 31st June 2020.
- The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up another offer employment (other than with the Company) before issue of the Offer Letter.
- The Company reserves the rights to revise the proposed salary and benefits as per prevailing levels of pay at the time of issue of the Offer Letter and thereafter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part.
- **Probation**
You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.
- **Hours of work**
The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. Your work may entail rotational shifts or related requirements for respective teams.
- **Place of Work**
You should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.
- **New Hire Background Investigation**
It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.



Development Centre
(India) Private Limited

Tentative date of last exam -
4th June, 2020

LETTER OF INTENT

Date:

Tentative date of joining -

Full Name: NISHAT CHOWDMURY

15th June, 2020

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of **TRON Associate** at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of **Rs.250,000 (Rupees Two Lakhs Fifty Thousand Only) per annum**. In addition, you will be eligible for benefits as per company policies at the time of joining.

Please note, your appointment in the Company will be confirmed only on executing the detailed offer letter and NDA, which may be issued to you at a later date.

Terms and Conditions: Post Offer and Acceptance

- As per Company Business Requirements, you will be issued an offer letter with a proposed date of joining before 31st June 2020.
- The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up another offer employment (other than with the Company) before issue of the Offer Letter.
- The Company reserves the rights to revise the proposed salary and benefits as per prevailing levels of pay at the time of issue of the Offer Letter and thereafter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part.
- **Probation**
You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.
- **Hours of work**
The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. Your work may entail rotational shifts or related requirements for respective teams.
- **Place of Work**
You should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.
- **New Hire Background Investigation**
It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

QUALITY TUTORIALS PRIVATE LIMITED

206, Floor-2, Arun Chambers, Pandit Madan Mohan Malviya Marg, Tardeo, Mumbai -400034

24th January 2020

Name: Akhtar ALi S K

Email: akhtar15jan1999@gmail.com

Dear Akhtar,

Congratulations!

We are pleased to offer you a position at **Quality Tutorials Pvt. Ltd. under the brand name: LIDO**. We enjoyed getting to know you, and strongly believe that you have much to contribute to our mission and growth ambitions.

The terms and conditions of your appointment are as below:

1. Designation

You will be designated as "**Trainee- Business Development**"

2. Work Place

Will be informed before joining.

3. Date of appointment

Your appointment with us is effective from the joining date mutually agreed upon when you would report on a full-time basis.

4. Salary

Your total compensation during internship would be Rs. 5, 60,000 (Five Lac and Sixty thousand only) comprising of Rs. 3,60,000 as fixed and Rs. 2,00,000 as performance-based variable.

Your total compensation post internship & review would be Rs. 10,00,000 (Ten Lac only) comprising of Rs. 7,00,000 as fixed and Rs. 3,00,000 as performance-based variable.

5. Reporting to:

You would be reporting to **Rishabh Arora**

6. Leave

The company shall notify about the leaves and declared holidays at the time of joining.

7. Other Work

Your position is whole time employment with the company and shall devote yourself exclusively to the jobs 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

Date: 23-Mar-2021

Dear Sohail,

Congratulations! We are very pleased to offer you the position of **Trainee Developer** with **Maventic Innovative Solutions Pvt. Ltd.**

This program is of Six months duration effective from 24-Mar-2021 or Completion of your graduation course whichever is higher. You will be going through the following program during the trainee period:

- Classroom trainings(Online or at office)
- Case studies and developing internal projects
- Working as a shadow developer with experienced developers.
- Working on an actual project depending on skills acquired and available opportunities.

You will be reporting to Ms. Abhipsa Parija or a project lead assigned during this period.

Please note that a stipend of Rs. 12,000/- per month will be paid to you (Inclusive of all and Statutory deductions as per the laws of the land).

Post the completion of training period:

- You will become a developer. Your compensation will be as per the developer offer letter.
- In case you are not able to complete the training as required, you may be given an extension for training or your offer letter may be cancelled.

Kindly acknowledge the copy of the document for office records.

We look forward to a fruitful association.

Thanking You,

For Maventic Innovative Solutions Pvt. Ltd.,

Uma Kant Singh
Digitally signed by
Uma Kant Singh
Date: 2021.03.23
12:04:50 +05'30'

Authorized Signatory

I hereby accept the Developer Trainee offer

Md. Sohail Ahmed
Signature of Trainee



Fwd: Wipro Campus Update_LOI

1 message

Inan Chowdhury <inan.chowdhury98@gmail.com>

Thu, Aug 26, 2021 at 10:44 AM

To: "Mr.Md Jakir Hossain" <tpo@aliah.ac.in>, Jakir Hossain <jakirhossain20@gmail.com>

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

From: **Campus HR Team** <wipro+email+1vlh8-c0955bc076@talent.icims.com>

Date: Wed, Aug 25, 2021, 2:56 PM

Subject: Wipro Campus Update_LOI

To: <inan.chowdhury98@gmail.com>

August 25, 2021

Dear Inan Chowdhury ,
Resume Number - 20871185

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

For Wipro Limited,



Apama Shailen
General Manager - Human Resources

This message was sent to inan.chowdhury98@gmail.com. If you don't want to receive these emails from this company in the future, please go to:
<https://wipro.icims.com/icims2/?r=BA5620871185&contactId=10718505>

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND



08-Jun-2021

Dear **Altamash Tanveer**,
B.Tech/B.E., Computer Science & Engineering
ALIAH UNIVERSITY

Candidate ID – 16394329

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Engineer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Altamash Tanveer **Designation:** Engineer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		359,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		382,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		401,988

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

EMPLOYEE NAME, Age, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written

permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d) Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Altamash Tanveer

Sign: _____

Sign: _____

Name:

Name:



26-Aug-2021

Dear Soumyajit Sarkar,
B.Tech, Electrical
Aliah University, Kolkata

Candidate ID – 15789391

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

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1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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*****Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

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Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Soumyajit Sarkar, 23, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

e. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited **[Name of Employee]**

Sign: _____
Name:

Sign: _____
Name:



26-Aug-2021

Dear Inan Chowdhury,
B.Tech, Electrical
Aliah University, Kolkata

Candidate ID – 15315213

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Inan Chowdhury **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		359,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		382,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		401,988

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*****Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Inan Chowdhury, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's

systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

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Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

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As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

e. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited **[Name of Employee]**

Sign: _____
Name:

Sign: _____
Name:



WINSPARK INNOVATIONS LEARNING PVT LTD.
1108-1109, 11th floor, JMD Megapolis, Sohna Road, Gurgaon
<http://www.planetspark.in>

Offer Letter

Date: 11/06/2021

To

Md Nizamuddin.

Employee Code: _PS03451

Dear Md Nizamuddin,

Sub: Offer Letter

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **10th August 2021**. You will be working from home.

You will be paid gross emoluments and incentives as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
Gross Salary	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
Total CTC		590400

During first month fixed component will be 20000 INR and second month onwards CTC will be revised according to annexure A.

Annexure – B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. Probation

You will be in probation period of 21 Days from the date of joining and will not be confirmed if you are unable to get license to sell i.e. successfully complete the training within 21 days of joining.

3. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

4. 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.

5. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the

company shall be entitled to use and utilize such improvement and you shall

assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

7. Annual Leave:

You will be entitled to 4 annual leaves for every completed quarter at the company.

8. Termination of Service:

Either party can terminate this employment by serving a notice of one week on the other. The Full and Final settlement will be processed after 45 days from the last working date.

9. Appointment in Good Faith:

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 your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



"I hereby accept this offer and I Confirm that I have signed out of the placement process"

Signature

Date

CONGRUEX ASIA-PACIFIC LLP

OFFER LETTER

Date:- 02-Aug-2021

Dear Altaf Raja Warshi
H No 11 B, L 4, Bhatpara, Jagatdal, North 24, Paraganas, West Bengal - 743135

Congratulations on being selected for the below mentioned position at **Congruex Asia-Pacific LLP**.

Title- Engineer I
Grade - 3C
Employee Code- CCAP12702

We are pleased to extend an Offer of a total compensation of up to **₹335,000/- (Rupees Three Lakh ThirtyFive Thousand Only)** (Total CTC) per annum subject to applicable statutory deductions such as tax deducted at source and/or contractual deduction(s) and as per the terms of your employment contract. Please note that your target total annual consolidated salary is comprised of two components:

- **Base Component:** An amount of **₹275,000/-** out of the **Total CTC (i.e. ₹335,000/-)** will be paid to you in twelve (12) equal installments on monthly basis; and
- **Variable Component:** You will be eligible to receive up to **₹60,000/-** towards 'day shift allowance' and/or 'night shift allowance' and the actual amount will be determined based on the actual number of 'day shifts' or 'night shifts' you work in a year.
- **Flexi Basket Component:** You will be eligible to opt for various allowance under the flexi basket, save additional income tax as per the tax guidelines. You have the freedom to design and choose the components based on your anticipated expenses.

It is hereby clarified that the number of day/night shifts that you will be required to work in a year will solely depend on the business requirements of the Company, which may vary from time to time. Detailed break-up of your salary will be provided in the Offer Letter/Appointment Letter / Employment Agreement, which you shall be expected to execute at the time of your joining or earlier. This offer is subject to the below mentioned terms and conditions:

1. Subject to the discretion of the Company to transfer you at some other place in India and/or overseas, you will be initially based at our Corporate Office location at **Zone A, 12th Floor, Quarkcity SEZ, Plot A-40 A, Industrial Focal Point, Phase VIII-B Extension, Mohali-160059, Punjab.**
2. Your employment will commence on Date of Joining **(23-Aug-2021).**
3. You will be on a probation period of 6 (six) months including 3 (three) months of extensive on the job training. On satisfactory completion of the probation period, your services will be confirmed through a written communication. In case your performance is not found satisfactory, then unless terminated, your probation period may be extended for a suitable period at the sole discretion of the Management.

Signature valid
SHASHANK
GOYAL 

4. This Offer is subject to your clearance of the Pre-Employment background and reference check. Please submit a copy of your resignation letter duly accepted by your present employer within 2 (two) working days of receipt of this offer letter. Please note that your services may be terminated at any time, including after confirmation, in case any information provided by you is found to be false, wrong and/or incomplete and/or background check reveals information based on which you may found to be unsuitable to work for the Company.
5. Please indicate your acceptance of our employment offer by signing and returning a copy of this Offer Letter and all the documents, mentioned below, within 2 (two) working days of receipt of this Offer Letter else this offer shall be considered withdrawn. Company will provide you with detailed Appointment Letter/Employment Agreement for your execution.
6. In addition to the compensation as mentioned hereinabove, you are also entitled to receive the following additional benefits (subject to applicability of statutory deductions, if any), subject to your eligibility/entitlement:
 - a. You may be provided with Accidental death/disability coverage as per the Company policy and/or subject to applicable laws.
 - b. You may also be provided medical insurance coverage for yourself, spouse and children as per the Company policy.
7. Please send us a self-certified soft copy of the below listed documents along with the acceptance of this Offer at least within 2 (two) working days prior to day/date of joining, you need to bring a complete set of all documents with originals on your joining day.
 - a. Updated Resume
 - b. Color PIC in jpg format (1 along with the soft copy of signed offer letter) and (6 physical copies at the time of your joining)
 - c. Aadhar Card and PAN Card (Color copy mandatory)
 - d. All education documents (10th, 12th, Diploma, Graduation & Postgraduation – As applicable)
 - e. Appointment Letter (Existing employer) **Only for experienced candidate.**
 - f. Copy of Resignation with acknowledgement (Existing employer) **Only for experienced candidate.**
 - g. Last 3 months salary slip (Existing/Last Employer as applicable) **Only for experienced candidate.**
 - h. All experience Letter from previous employers. **Only for experienced candidate.**

Relevant terms of this Offer Letter will constitute part of your Employment Agreement/Appointment Letter.
We look forward to you being a part of the team at the earliest.

Sincerely,
For Congruex Asia-Pacific LLP,
Shashank Goyal
Director, Human Resources

Signature valid
SHASHANK
GOYAL 

Salary Annexure

The salary structure is very competitive and rewards high and quality performance.

Salary Package Details (Break-Up)		
Name	Altat Raja Warshi	
Title	Engineer I	
CCAP ID	CCAP12702	
Base Components	Per Month (INR)	Per Annum (INR)
Basic Salary	₹13,750	₹165,000
House Rent Allowance	₹4,125	₹49,500
Statutory Bonus	₹1,500	₹18,000
Special Allowance	₹1,542	₹18,500
Flexi Basket Component(s) ¹	₹200	₹2,400
Employers' Contribution to Provident Fund ²	₹1,800	₹21,600
Total Sum of Base Components	₹22,917	₹275,000
Variable Component Night Shift Allowance ³	Up to ₹60,000	
Variable Component Day Shift Allowance ⁴		
Total CTC⁵	₹27,917	₹335,000
Deductions	Per Month (INR)	Per Annum (INR)
Employees' Contribution to Provident Fund	₹1,800	₹21,600
Professional Tax	₹200	₹2,400
Labor Welfare Fund	₹5	₹60
Flexi Basket Component(s)¹	Per Month (INR)	Per Annum (INR)
Children Education Allowance	₹200	₹2,400

Taxation will be governed by the Income Tax rules, company will deduct tax at source as per income tax guidelines.

¹ Flexi Basket Component(s) – This offers you to design your compensation with flexibility within the defined framework one time in a financial year. The maximum amount for each component is fixed, however, you can choose to keep or remove the components per your tax plan, which will then be added under 'Special allowance'.

² Employer's Contribution to Provident Fund – This will not be paid to you in cash and will be directly deposited into your PF account with the Employees Provident Fund Department.

³ CTC – Total CTC payable to you will vary based on Variable Components earned in a year.

Signature valid

SHASHANK
GOYAL

⁴ Night Shift Allowance – ₹500/- (Rupees five hundred only) for each full working business night, and will be paid to you, only if you are required to work in the night shift.

⁵ Day Shift Allowance – ₹150/- (Rupees one hundred and fifty only) provided for each full working business day shift.

Declaration

I have read, understood and accepted the terms and conditions of the Offer Letter dated 03.08.2021 issued to me.

Signature: *Altaf Raja Warshi*

Date: 03.08.2021

Full Name: *Altaf Raja Warshi*

Sincerely,
For Congruex Asia-Pacific LLP,
Shashank Goyal
Director, Human Resources

Signature valid
SHASHANK
GOYAL 

To,

Ms. Alija Nargis,

Kolkata

Date: 13/02/2021

Offer Letter

Dear Alija Nargis,

This is further to your application and the subsequent interviews you had with us. We are pleased to offer you a position in our organization on the following terms and conditions.

1. Position: Territory Sales Manager
2. Location: Kolkata
3. You will be on probation period for three months
4. Remuneration:
You will be eligible for a fixed pay of Rs. 1,86,000/- per annum.
You shall be eligible to a variable pay of Rs. 64,000/- per annum, which will be paid out basis your performance as per terms and conditions of the incentive plan.
5. All the other terms and conditions will be in accordance with company's rules and regulations as may be in force from time to time.

Your final appointment letter on the terms discussed with you shall be issued on your joining. You are requested to join us on 1st July 2020.

6. Internship : For the period 18th February to 30th June , we would offer you an internship for 4 days a week, with a stipend of Rs. 9000/- per month.

Look forward to having you as a member of our organization.

Yours faithfully,

Rahul Shukla



COMMITTED TO EXCELLENCE

EMPLOYEE CONFIDENTIALITY AND INVENTION ASSIGNMENT AGREEMENT

This Employee Confidentiality and Invention Assignment Agreement (“**Agreement**”) is made and entered into effective as of 3rd June, 2021 (“**Effective Date**”) by and between:

CloudKaptan Consultancy Services Private Ltd., a Company, registered under the Companies Act, 1956, having its registered office at Greenwood Sonata, Flat- 9H, HIG-III, New Town Kolkata, Parganas North, WB 700157 (hereinafter referred to as the "**Company**", which context shall unless otherwise required, mean and include its affiliates and group companies, subsidiary or holding companies, successors and permitted assigns)
And

MD SOHAIL AHMED, residing at 296/1/H/9 A.P.C ROAD, KOLKATA - 700009 , India (the "**Employee**").

The Company and the Employee are individually referred to as a "**Party**" and collectively as "**Parties**".

RECITALS

- A. Whereas, as the Employee is working with the Company as Software Engineer - Trainee (“**Employment**”). During the course of Employment, the Employee has been/may be exposed to the Confidential Information (as defined below) of the Company and/or the Company’s affiliates, clients, customers, consultants, vendors, partners, agents or suppliers etc. The Employee may also generate, create or receive, possess, oversee information that is confidential in nature.
- B. Whereas use of the Confidential Information by persons other than the Company (its Employees, servants, agents) may cause the Company material damage, that may reduce the value of Confidential Information and may cause the Company to breach its obligations to others.
- C. Whereas the Employee undertakes to protect all such information from any unauthorised use or disclosure and undertakes to handover all intellectual property rights in the Developments (as defined below), on the terms agreed between the Parties.

Both Parties agree that the terms and conditions of this Agreement shall be as follows:

1. Definitions: For the purpose of this Agreement, the following definitions shall apply:

- a) The term “Customer” is defined as any person, corporation or other entity which has requested the company, orally or in writing to sell its software/services of the Company.
- b) The term “Potential Customer” is defined as any person, corporation or other entity with which any Executive of the Company has held discussions regarding the possibility of selling software developed by the Company or any other service of the Company, or to which an Executive has made oral or written proposal for the sale of software or any other service of the Company.
- c) The term “Competitive Business” is defined as any other business which sells similar software, or other services of any type or character which the company may provide from time to time during the Employment Period.
- d) The term “Confidential Information” includes any oral, written, technical information, non-technical information or machine-readable information or information disclosed by any other mode of communication. Such information may or may not necessarily be marked as confidential information. The information to be considered confidential or proprietary for purposes of this Agreement shall include all information disclosed to or received by the Employee during the Employment but is not limited to :

CloudKaptan Consultancy Services Private Limited

[CIN: U72300WB2014PTC204376]

Registered office: Greenwood Sonata, Flat-9H, HIG-III, New Town, Kolkata- 700157

Business Centre: Merlin Infinite, Unit No. 710, 7th Floor, DN 51, Sector –V, Salt Lake, Kolkata -700091

Phone: +9198740 56000 email: HYPERLINK "mailto:manoj@cloudkaptan.com"manoj@cloudkaptan.com, www.cloudkaptan.com



COMMITTED TO EXCELLENCE

- (i) the information that relates to any report generated pertaining to research and development, customer information, notes, personal information, financial data, pricing model, access keys, material, presentations, database, strategies, ideas, concepts, know-how, patents, patent applications, trademarks, copyright, research, standard operating procedure, Developments, inventions, processes, designs, drawings, formulae, markets, software (including source and object code), hardware, features, prototypes, trade secrets, models or all information related to the Company and/or the Company's clients, suppliers, vendors, retailers, consultants, shareholders and other parties with whom the Company does business, whether marked/identified as 'Confidential' or not either (a) provided by the Company to the Employee or (b) developed by the Company and/or the Employee or the Employee solely under instruction of the Company, as part of the Employment;
 - (ii) Customer or Potential Customer's identities and contracts, Client list, financial, business or personal information, goals and objectives, Other information relating to Customer or Potential Customer accounts, feedback or directions;
 - (iii) Financial or business information relating to the Company and its transactions;
 - (iv) All other information, data and codes relating to the Company its business, or it's Customers which is declared by the Company to be or treated as being Confidential.
- e) "Keep Confidential" includes not using, publishing, copying, compiling any memoranda, includes communicating, causing to be communicated or making available or any attempt to facilitate or permit these acts.
 - f) "Business" means the development, marketing and support of software and services for business and professional use including operation systems, application Program and Internet related websites as well as such similar business of its associate and group companies.
 - g) "Development(s)" shall mean and include all inventions, improvements, discoveries, methods, developments, software, and works of authorship, whether patentable or not, any new or useful research, experiment, new contribution, finding, creativity (including without limitation any designs, drawings, plans, technology, computer programs, software, test, concept, idea, mechanism, equipment, machinery, process, formula, or technique, algorithm), whether or not granted protection under intellectual property laws, which are created, made, conceived or reduced to practice by the Employee or under Employee's direction or jointly with others during the Employment, whether or not during normal working hours or on the premises of the Company.

2. Confidentiality Obligations

- a) The Employee acknowledges that the Confidential Information is the exclusive property of the Company and the Employee shall make use of the Confidential Information only for the purpose of carrying out obligations of the Employment and for no other purpose. During the Employment and thereafter, the Employee undertakes not to discuss, disclose or divulge to any third party or commence any business using the Confidential Information received by the Employee.
- b) The Employee shall protect the Confidential Information by using the same degree of care to prevent unauthorized use, dissemination, or publication of the Confidential Information as the Employee would use to protect his/her own confidential information of a like nature, but no less than a reasonable degree of care.
- c) The Employee shall not use, modify, reverse engineer, decompile, create other works from or disassemble anything in the Company's Confidential Information unless permitted in writing by the Company.

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Business Centre: Merlin Infinite, Unit No. 710, 7th Floor, DN 51, Sector -V, Salt Lake, Kolkata -700091

Phone: +9198740 56000 email: HYPERLINK "mailto:manoj@cloudkaptan.com"manoj@cloudkaptan.com, www.cloudkaptan.com



COMMITTED TO EXCELLENCE

- d) The Employee shall not interfere in any matter or information that may occupy the Employee's attention and that may affect with the proper and efficient performance of the Employee's duties to abide by the terms and conditions of this Agreement.
- e) The Employee agrees, except as otherwise expressly authorized by the Company, not to make any copies or duplicates of any Confidential Information except on a need to know basis, in which case the copies of Confidential Information shall be destroyed after the fulfilment if the purpose.
- f) The Employee further agrees to notify the Company in writing of any actual or suspected misuse, misappropriation or unauthorized disclosure of the Company's Confidential Information, which may come to attention of the Employee.
- g) The Employee shall not interact with the press or any third party with respect to the Company's business, customers, competitors or anything related to the Company without the Company's prior written approval. The Employee shall not publicize or disclose the presence of this Agreement nor use in any manner the name or logos of the Company without the prior written permission of the Company.
- h) During the tenure of the Employment, the Employee shall not bring any media storage devices such as external hard drives, USB drives, external hard discs, or any other devices that can store data, to the office premises.
- i) The Employee shall not, during his/her Employment with the Company or otherwise, use or disclose to the Company any confidential, trade secret, or other proprietary information or material of any previous employer or other person and will not bring into the Company's premises any unpublished document or any other property belonging to any former employer without the written consent of that former employer.

3. Disclosure and Assignment of Developments

- a) The Employee agrees to promptly disclose to the Company in writing, all the Developments which are conceived, made, discovered, written or created whether alone or jointly with someone else during the Employment.
- b) The Employee understands and acknowledges that no license is granted to the Employee in and to the Confidential Information and/or the Developments, nor is any intellectual property right implied to be granted by this Agreement. The Employee understands and acknowledges that the Company shall be the exclusive owner of all rights pertaining to the Developments created or developed by him/her. The Employee agrees to assign and does hereby assign to the Company all his/her right, title and interest in and to all Developments and all related patents, patent applications, copyrights and copyright applications. The Employee understands and acknowledges that all Developments shall be the property of the Company and, to the greatest extent permitted by law, shall be 'works made for hire'.
- c) The Employee shall give the Company all assistance it reasonably requires to perfect, protect, and use its rights to the Developments. In particular, the Employee shall sign all documents, do all things, and supply all information that the Company considers necessary or desirable to transfer or record the transfer of entire rights, title and interest in the Developments; and to enable the Company to obtain patent, copyright, or other legal protection to the Developments.
- d) The Employee acknowledges and agrees that the assignment set forth herein is worldwide and perpetual, and that he/she will have no rights to reversion of the Developments, even if the Company does not exploit them.

CloudKaptan Consultancy Services Private Limited

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Registered office: Greenwood Sonata, Flat-9H, HIG-III, New Town, Kolkata- 700157

Business Centre: Merlin Infinite, Unit No. 710, 7th Floor, DN 51, Sector -V, Salt Lake, Kolkata -700091

Phone: +9198740 56000 email: HYPERLINK "mailto:manoj@cloudkaptan.com"manoj@cloudkaptan.com, www.cloudkaptan.com



COMMITTED TO EXCELLENCE

- e) The Employee hereby permanently waives all paternity, integrity, special, moral or similar rights, if any, that vest or may vest in the Employee as of the date in any Developments. The Employee further acknowledges and agrees that through the complete and permanent waiver contained herein neither do the Employee's legal heirs retain any paternity, integrity, moral, special or similar rights in and to any Developments. The Employee hereby agrees, at the request and expense of the Company, to provide any assistance as may be necessary to confirm the Employee's waiver of any paternity, integrity, special, moral or similar rights associated with the Developments that may vest in the Employee.
- f) Inventions, if any, patented or unpatented, made by the Employee prior to the commencement of his/her Employment with the Company are excluded from the scope of this Agreement. To preclude any possible uncertainty, the Employee shall provide a complete list of all inventions that the Employee has, alone or jointly with others, conceived, developed or reduced to practice or caused to be conceived, developed or reduced to practice prior to the commencement of his/her Employment, that the Employee considers to be his/her property or the property of third parties and that the Employee wishes to have excluded from the scope of this Agreement (collectively referred to as "**Prior Inventions**"). If, the Employee incorporates a Prior Invention into a Company product, process or machine, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license (with rights to sublicense through multiple tiers of sublicensees) to make, have made, modify, use and sell such Prior Invention. Notwithstanding the foregoing, the Employee agrees that he/she will not incorporate, or permit to be incorporated, Prior Inventions in any Company's products without the Company's prior written consent.
- g) In the event the Company is unable for any reason, after reasonable effort, to secure the Employee's signature on any document needed in connection with the actions specified in the preceding paragraphs, the Employee hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as the Employee's agent and attorney in fact, which appointment is coupled with an interest, to act for and in the Employee's behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by the Employee.
- h) The Employee further represents that he/she has no other employment(s), consultancies or undertakings which would restrict and impair his/her performance of this Agreement.

4. Non-Disclosure & non-use

- a) During the Employment and thereafter, the Employee undertake not to, under any circumstances disclose, destroy, delete, alter, steal, or cause to disclose, destroy, delete, alter, steal the Confidential Information.
- b) The Employee agrees to disclose the Confidential Information to anyone inside the Company on a "need-to-know" basis only. If the Employee has any questions or confusion as to what comprises of Confidential Information or trade secrets and as to whom it may be disclosed within the Company, the Employee shall consult with the Directors of the Company.
- c) The Employee further agrees to and expressly give his/her consent to sign on any confidentiality agreement or by whatever name called by, which the Company's clients may require the Employee to sign with the said clients.

CloudKaptan Consultancy Services Private Limited

[CIN: U72300WB2014PTC204376]

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COMMITTED TO EXCELLENCE

5. Third Party Information

The Employee recognizes that Company has received and will receive Confidential Information from its Customers as well as third parties subject to a duty on the Company to maintain the confidentiality of such information and to use it only for certain limited purpose. During the term of the Employment and thereafter, the Employee undertake not to disclose such Confidential Information to anyone except as necessary in carrying out the Employee's work in the Company and in consistent with the Company agreement with such Customers or third party. The Employee further undertakes not to use the Confidential Information for the benefit of anyone other than the Company or such third party, or in any manner in consistent with any agreement between the Company and such third party.

6. Prior Company Information

During the Employment, the Employee undertakes not to use improperly or disclose any Confidential Information or trade secrets of the Employee's former or current employers, principals, partners, co-ventures, clients, customers or suppliers, vendors or customers of such persons or entities or their vendor or customers and the Employee will not bring onto the premises of the Company, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. The Employee further undertakes not to violate any non-disclosure or proprietary rights agreement that the Employee is abided by and in relation to the Employment with the Company.

7. Return of materials

At the time of termination/resignation of the Employment, the Employee agrees to promptly return to the Company all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes, CD's, DVD's. Tapes, DAT Drives and any other material on any media containing or disclosing any confidential or proprietary technical or business information. The Employee further agrees to return any keys; pass cards, ID cards or other property belonging to the Company.

8. Equitable Relief

The Employee recognizes and acknowledges the confidential and proprietary nature of any Confidential Information and understands that an irreparable injury could result to the Company, in the event of a breach of any provision of this Agreement. The Employee understands that in such eventuality, damages alone would not constitute adequate relief for the Company. Accordingly, in the event of breach or threatened breach of this Agreement, the Company shall be entitled to seek injunctive relief and/or other appropriate equitable relief.

9. Warranty

The Employee understands and acknowledges that the Company is not obligated to supply any Confidential Information under this Agreement. Further, no representation or warranty is made or given about the accuracy or completeness of any Confidential Information or any other information supplied pursuant to this Agreement.

10. Indemnification

CloudKaptan Consultancy Services Private Limited

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COMMITTED TO EXCELLENCE

The Employee agrees to indemnify and hold the Company harmless against any claims faced, losses or any damages, and penalties suffered by the Company in the event of any breach by the Employee of any of the confidentiality or any other obligations under this Agreement.

11. Miscellaneous

- a) Severability: If one or more provisions of this Agreement are held to be unenforceable under applicable law, such provisions shall be deemed to be excluded and replaced by legal provisions as may be applicable.
- b) Waiver: The failure or delay of the Company to enforce at any time any provisions of this Agreement shall not constitute a waiver of such right thereafter to enforce each and every provision of this Agreement.
- c) Survival: The confidentiality obligations under this Agreement shall survive perpetually even after the termination of this Agreement and all other obligations which are meant to survive shall survive by its nature on termination of this Agreement.

12. Personal Property

The Employee agrees that the Company will not be responsible for loss, disappearance, or damage to the Employee's personal property on the Company's premises.

13. Governing Law

The Employee agrees that this Agreement shall be governed for all purposes by the laws of India and that venue for any action arising out of this agreement shall be the courts of Kolkata. If any provision of this Agreement shall be declared excessively broad, it shall be construed so as to afford the Company, with maximum protection permissible by law. If any provision of this Agreement is void or is so declared, such provision shall be severed from this Agreement, which shall otherwise remain in full force and effect.

14. Notices

Unless otherwise provided herein, all notices or other communications under or in connection with this Agreement shall be given in writing and may be sent by personal delivery or post or courier or facsimile at the address as specified in this Agreement.

15. Entire Agreement

This agreement sets forth the entire agreement of the Parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both Parties shall not be binding upon either Party, the terms and conditions of this agreement shall survive termination of the Employment. This Agreement further constitutes the sole and entire agreement between the Parties with respect to the Confidential Information; it supersedes any and all prior or contemporaneous oral or written agreements, negotiations, communications, understandings and terms whether express or implied regarding the Confidential Information.

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COMMITTED TO EXCELLENCE

Both the Parties hereto have agreed to the terms mentioned herein above and have executed this Agreement on this 3rd day of June, 2021.

Company	Employee
Signature:	Signature: <small>DocuSigned by:</small>  <small>E5D7C3EB93EE494</small>
Name: Manoj Kumar Agarwal	Name: MD SOHAIL AHMED
Designation: Founder & Managing Director	Designation: Software Engineer - Trainee

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WINSPARK INNOVATIONS LEARNING PVT LTD.
1108-1109, 11th floor, JMD Megapolis, Sohna Road, Gurgaon
<http://www.planetspark.in>

Offer Letter

Date: 09/06/2021

To

ROHAN GANGULY.

Employee Code: _ PS03390

Dear ROHAN GANGULY,

Sub: Offer Letter

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **3rd August 2021**. You will be working from home. Shift timings will be 3:00 PM to 12:30 AM

You will be paid gross emoluments and incentives as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
Shift allowance	5000	60000
Gross Salary	32400	388800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
Total CTC		650400

During first month fixed component will be 20000 INR and second month onwards CTC will be revised according to annexure A.

Annexure – B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. Probation

You will be in probation period of 21 Days from the date of joining and will not be confirmed if you are unable to get license to sell i.e. successfully complete the training within 21 days of joining.

3. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

4. 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.

5. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall

assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

7. Annual Leave:

You will be entitled to 4 annual leaves for every completed quarter at the company.

8. Termination of Service:

Either party can terminate this employment by serving a notice of one week on the other. The Full and Final settlement will be processed after 45 days from the last working date.

9. Appointment in Good Faith:

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 your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



“I hereby accept this offer and I Confirm that I have signed out of the placement process”

Signature

Date



WINSPARK INNOVATIONS LEARNING PVT LTD.
1108-1109, 11th floor, JMD Megapolis, Sohna Road, Gurgaon
<http://www.planetspark.in>

Offer Letter

Date: 11/06/2021

To

SAIMA NAJIB.

Employee Code: _PS03452

Dear SAIMA NAJIB,

Sub: Offer Letter

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **10th August 2021**. You will be working from home.

You will be paid gross emoluments and incentives as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
Gross Salary	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
Total CTC		590400

During first month fixed component will be 20000 INR and second month onwards CTC will be revised according to annexure A.

Annexure – B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. Probation

You will be in probation period of 21 Days from the date of joining and will not be confirmed if you are unable to get license to sell i.e. successfully complete the training within 21 days of joining.

3. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

4. 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.

5. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the

company shall be entitled to use and utilize such improvement and you shall

assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

7. Annual Leave:

You will be entitled to 4 annual leaves for every completed quarter at the company.

8. Termination of Service:

Either party can terminate this employment by serving a notice of one week on the other. The Full and Final settlement will be processed after 45 days from the last working date.

9. Appointment in Good Faith:

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 your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



"I hereby accept this offer and I Confirm that I have signed out of the placement process"

Signature

Date



Offer: Computer Consultancy
Ref: TCSL/DT20207231638/Kolkata
Date: 10/01/2021

Mr. Saqlain Shirazi
13/H/6Elliot Lane,
St Mary'S School,
Kolkata-700016,
West Bengal.
Tel# 91-6290930435

Dear Saqlain Shirazi,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

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

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Saqlain Shirazi
Designation	Assistant System Engineer-Trainee
Institute Name	Aliah University, Kolkata

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

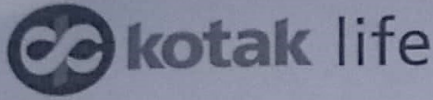
(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein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

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



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

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



Candidate Name:- Sk Soifuddin

Institute Name:- Aliah University

Subject: Letter of Offer from the Kotak Life Insurance

We are happy to inform that you have been selected as a **Management Trainee** by the Kotak Mahindra Group for;

❖ **Kotak Life**

Your **remuneration** per annum is **Rs. _3.5 Lakhs_ CTC** plus annual incentives (subject to the minimum performance criteria of (“Meets Expectation”)) Your Offer letter giving details of your compensation break-up, benefits & other terms & conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you along with your offer letter. Your appointment is however subject to being certified medically fit by a doctor at the time of your joining.

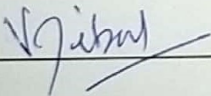
In case of any queries, do get in touch with us at the email id of the HR Relationship manager for the Company you have been recruited for.

(Ananya Mondal - RHR-TA)	Kotak Life
(Sourav Bhattacharjee - ZTA)	Kotak Life

Kindly sign a copy of this offer letter conveying your acceptance.

Our best wishes & looking forward to seeing you on board early next year.

For the Kotak Mahindra Group



Signature of the candidate

Kotak Mahindra Life Insurance Company Limited

CIN: U66030MH2000PLC128503

Registered Office:

2nd Floor,
Plot # C – 12,
G- Block, BKC, Bandra (E),
Mumbai – 400 051.

Corporate Office:

7th Floor, Kotak Infiniti, Bldg. No. 21,
Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai – 400 097, India.

T+91 22 66057777
F +91 22 67425649 / 50
<https://insurance.kotak.com>

Hum hain... hamesha



Offer: Computer Consultancy
Ref: TCSL/DT20207277132/Kolkata
Date: 10/01/2021

Mr. Soumyajit Sarkar
Rly Qr No- 284/B, Loco Ambagan, BurdwanKalna Road,
Rajendra Bhavan,
Burdwan-713101,
West Bengal.
Tel# -

Dear Soumyajit Sarkar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20207277132

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

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

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

TCS Confidential

TCSL/DT20207277132

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Soumyajit Sarkar
Designation	Assistant System Engineer-Trainee
Institute Name	Aliah University, Kolkata

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

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



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

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



Offer: Computer Consultancy
Ref: TCSL/DT20207277132/Kolkata
Date: 22/06/2021

Mr. Soumyajit Sarkar
Rly Qr No- 284/B, Loco Ambagan, BurdwanKalna Road,
Barddhaman Bhavan,
Burdwan-713101,
West Bengal.
Tel# -

Dear Soumyajit Sarkar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in the **TCS Digital (TCS Digital)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCSL/DT20207277132

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check

COMPENSATION AND BENEFITS

Basic Salary

You will be eligible for a basic salary of ₹15,000/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

House Rent Allowance (HRA)

Your HRA will be ₹7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

Personal Allowance

You will be eligible for a monthly personal allowance of ₹17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the

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



components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

RETENTION INCENTIVE

You are eligible for Retention Incentive of ₹70,000 payable to you on an annual basis. This component is in appreciation of continuity of service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.



XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

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

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Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Relevant Experience

As per the recommendation of our management review panel, out of your total experience, 0.0 years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCSL (while in service with current employer) till the date of relieving from your current employment will be added to your total and relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

2. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your



final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

3. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

4. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

5. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory.

6. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.



7. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

8. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

9. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

10. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

11. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and



customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's

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background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Aadhaar Card

- Standard X and XII/Diploma mark sheets & Certificate

- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation

- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)

- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English

- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)

- Passport / Acknowledgement letter of passport application

- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months

- 4 passport sized photographs

- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below



documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

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(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Soumyajit Sarkar
Designation	Systems Engineer
Institute Name	Aliah University, Kolkata

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Quarterly Variable Allowance*	3,100	37,200
3) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
4) City Allowance	400	4,800
TOTAL GROSS	51,844	7,00,022
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)



Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

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



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

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



WINSPARK INNOVATIONS LEARNING PVT LTD.
1108-1109, 11th floor, JMD Megapolis, Sohna Road, Gurgaon
<http://www.planetspark.in>

Offer Letter

Date: 11/06/2021

To

Zafar Iqbal

Employee Code: _PS03450

Dear Zafar Iqbal,

Sub: Offer Letter

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **10th August 2021**. You will be working from home. Shift timings will be 8:00 PM to 5:30 AM

You will be paid gross emoluments and incentives as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above

Annexure – A

Emoluments can be bifurcated as under:

Basic Pay	18400	220800
House Rent Allowance	9200	110400
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
Shift Allowance	5000	60000
Gross Salary	36600	439200
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
Total CTC		700800

During first month fixed component will be 25000 INR and second month onwards CTC will be revised according to annexure A.

Annexure – B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. Probation

You will be in probation period of 21 Days from the date of joining and will not be confirmed if you are unable to get license to sell i.e. successfully complete the training within 21 days of joining.

3. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

4. 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.

5. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent

rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

7. Annual Leave:

You will be entitled to 4 annual leaves for every completed quarter at the company.

8. Termination of Service:

Either party can terminate this employment by serving a notice of one week on the other. The Full and Final settlement will be processed after 45 days from the last working date.

9. Appointment in Good Faith:

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 your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



“I hereby accept this offer and I Confirm that I have signed out of the placement process”

Signature

Date



08-Jun-2021

Dear Zarif Murshed,
B.Tech/B.E., Electrical Engineering
ALIAH UNIVERSITY

Candidate ID – 16394328

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Engineer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Zarif Murshed

Designation: Engineer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		359,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		382,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		401,988

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

EMPLOYEE NAME, Age, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written

permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d) Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Zarif Murshed

Sign: _____

Sign: _____

Name:

Name:

EMPLOYMENT CONTRACT

Dear Sahin,

We are pleased to offer you employment with Maventic Innovative Solutions Pvt. Ltd. on the following terms and conditions:

1. Appointment

- 1.1 You shall be appointed to the position of Developer with effect from (Date will be post the successful completion of Internship period)
- 1.2 You shall be based in Bangalore but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.
- 1.3 Your employment with the Company is subject to your providing documentary proof of your last drawn salary, educational qualifications and work testimonials if any, and is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.

2. Total Rewards

2.1 Your annual CTC salary on Joining Maventic Innovative Solutions is Rs. 450000/- (Rs. Four fifty hundred thousand Only).

2.2 Additional Bonus : 50000/- Bonus post internship (based on performance) and 50000/- compulsory bonus on completing one year of employment.

** CTC includes Basic, HRA, Medical, Conveyance, Special Allowance, Statutory deductions, Retrial benefits, Welfare benefits, Variable pay.

* The performance parameters for it would be communicated to you by your Reporting Manager.

However all employees are governed by Company rules and regulations, instructions, policies, practices and procedures that the Company may amend from time to time.

Please refer to the enclosed "Annexure A" for details of compensation and terms of this offer.

We would appreciate your confirmed acceptance of the above by signing and returning us the duplicate copy of this letter.

Yours sincerely,
For Maventic Innovative Solutions Pvt. Ltd.

Authorized Signatory

Declaration by Employee

I accept the terms & conditions of service outlined above

Md. Sahin
Bangalore

Annexure – Terms and Conditions

1. Probation

There is no Probation period applicable for you.

2. Total Compensation

Brief Description of the compensation components:

- A. Basic Salary - A fully taxable component
- B. HRA – A component for Housing Rent. It is fully or partly non taxable based on the Indian Tax laws.
- C. Conveyance – Conveyance as per Indian Tax rules allowed.
- D. Special Allowance – A fully taxable component
- E. Medical Reimbursement - Conveyance as per Indian Tax rules allowed.
- F. The sum of A, B, C and D is what is referred to as total Base pay.
- G. Retirement Benefits, Welfare benefits as mandated by the law. This component is contributed by the company.
- H. Variable Pay - You are eligible to participate in the Variable Pay Plan as applicable to you. Please note that this component is dependent on the individual, team and company performance. Variable pay component would be paid out every year on completion of your goals for that duration.
- I. This is your annual CTC.
- J. Please note as per Indian labour law your monthly salary will have deductions like “Tax Deducted on Source”, “Professional Tax”, “Provident Fund” etc. It may change time to time as per Indian Government Policies.

3. Performance of Duties & Conflict of Interest

3.1 You shall be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures.

3.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.

3.3 You shall keep details of your salary and employment benefits strictly confidential within and outside the company.

3.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public in the course of the proper execution of your duties.

3.5 You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to software, keys, access cards, diskettes, photographs or such other proprietary information relating to the Company's business.

3.6 You shall not publish any code, design document etc in public forums like SDN without permission.

3.7 You shall not use private mail in any circumstances for any official communications.

4. Annual Leave

4.1 The Employee shall be entitled to leave according to Company rules, details of which are spelled out below and as amended from time to time.

- A. Earned leave during probation period: 12 days p.a.
- B. Earned leave post probation period: 18 days p.a.
- C. Regulatory Holidays: 10 days p.a.

4.2 The Earned Leaves are from January till December. The leaves not availed during a year can be carried forward till March of next year. Post March, these will get expired.

4.3 There are seniority leaves at a maximum of three leaves per year. These are calculated as the number of years spent at Maventic on 1st January of the year.

4.4 In case leave is taken without approval or without following the process. Yearly quota is blocked by end of year, No carry forward will be applicable.

5. Benefits

The Company shall provide you with reimbursements or allowances for costs incurred in traveling on Company's business, in accordance with the prevailing Company Per Diem Policy.

6. Taxes

The Company shall not bear any personal income tax on salary, allowances or benefits paid or deemed to be paid to you.

7. Termination of Employment

Either the Company or you may at any time terminate this agreement by giving in writing to the other party three months' (90 Calendar days) notice.

The variable payout is applicable for the people who are not on notice period.

The Leaves are applicable for the people who are not in notice period. If employee and manager agree for the leave the same number of calendar days is added in the notice period and Leave is unpaid leave.

The Company shall have the right to terminate your employment without notice or payment in lieu thereof if:

- a. You have provided falsified information in the resume or during interview
- b. You commit any material breach of any of your duties and responsibilities under this contract,
- c. You are dismissed on grounds of misconduct which contravene the express or implied conditions of your employment,
- d. You are charged with any criminal offense which is prejudicial to the interests of the Company,
- e. The Company is restricted from continuing to employ you by reason of any other legal incapability.

You undertake to return, in good working condition save for normal wear and tear, all property belonging to the Company at the end of your employment and agree to reimburse the Company for all losses if the property is lost or damaged.

You shall not work with any of Maventic's Direct / Indirect customers either directly / Indirectly within 24 months of separation.

Solicitation

You shall not advise, recommend directly or indirectly any employees to cease their employment from the company during your tenure in the company as well as till the completion one year after you cease to work for the company.

Indemnification

You shall not indulge in any sort of activities of whatsoever nature directly or indirectly affecting the business and reputation of the company during your tenure with the company as well as from one year from the date you cease employment with the company. You will refrain from making in writing or orally any unfavorable defamatory comments about the company, its operations, policies or procedures that would be likely to injure the company's business prospects and reputation. In the event of the company sustaining any financial loss or any loss caused to the reputation of the company, disciplinary action shall be initiated against you and you shall indemnify the company for the loss to the extent the loss suffered.

You acknowledge that the company would be spending a lot of monetary resources on the training and therefore you undertake to serve the company for two years from the date of completion of training / Internship period as per the Agreement to Repay the Training Cost entered between you and the company. If you cease the employment during the period of training or service period you undertake and agree unconditionally to pay the company a sum of Rs.175000/- towards repayment of training cost and stipend paid during training/Internship period.

8. Retirement

Employees will retire from the job on the last working day of the month during which they would attain 60 years of age.

9. Alterations

The above terms may be modified by the Company from time to time in writing (vai mail from authorized person) and such variations shall be binding on you.

10. Jurisdiction

Any dispute arising out of the employment terms of service shall be subject to the jurisdiction of a competent court in Bangalore.

I accept the terms & conditions of service outlined above

**Md. Sahin
Bangalore**



Date: 4.8.23

To,

Mr. Subhjit Mallik
Talentsi Global Pvt Ltd.

Dear Sir/Madam,

We are glad to inform you that the following students have been provisionally shortlisted for placement across any location of Re Sustainability Limited as per the campus Drive held today at TECHNO MBA GROUP college.

Roll No	Student Name	Course & Stream	Trainee Category	Compensation (Per Annum)
	SOURAV BISWAS Calcutta Inst. of Eng. & Mgt.	B.Tech ELECT.	GET	3.25 L/A.
	DEBJYOTY DUBEY MAKAUT	B.Tech civil	GET	3.25 L/A.
	FAIZAN AHMAD NITK University	B.Tech Mechanical	GET	3.25 L/A.
	MANJIMA MAJUMDAR Jodhpur University	Msc chemistry	GET	4.00 L/A.
	BIPASHA ROY Calcutta University	B.Tech chemical	GET.	4.00 L/A.
	AKIF SHEIKH Jodhpur Univ	B.Tech chemical	GET	4.00 L/A.
	GOVIND GUPTA Army Inst. of Mgt.	MBA. MKT.	MT.	3.50 L/A.
	AKASH ROY GlobeSyn Business School	MBA MKT	MT	3.50 L/A.

They are requested to report at 11B, Re Sustainability Limited, Hi Tech City, Hyderabad for the induction Program on _____

Thank you for the courtesy extended for this campus placement drive.

For Re Sustainability Limited

Authorized Signatory
CC: Lead Talent Acquisition

Accepted
Faizan Ahmad

Training & Placement Officer
ALIAH UNIVERSITY
II A/27, Action Area
New Town, Kolkata-700156

16/08/23



Fwd: HCL || Final Confirmation || Batch 2023

2 messages

Arpan Paul <arpanpaul262@gmail.com>
To: "Mr.Md Jakir Hossain" <tpo@aliah.ac.in>

Thu, Mar 30, 2023 at 1:54 PM

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

From: **Juisha Thomas** <juisha_thomas@hcl.com>
Date: Fri, Mar 24, 2023 at 5:27 PM
Subject: HCL || Final Confirmation || Batch 2023
To: **ARPANPAUL262@GMAIL.COM** <ARPANPAUL262@gmail.com>

Dear Candidate,

Greetings from HCLTech!

We are glad to inform you that you have been selected for the opportunity with HCLTech.

Student Name	College	UG - Degree Specialization
ARPAN PAUL	OTHER ALIAH UNIVERSITY NEWTOWN	ELECTRICAL ENGINEERING

Important Points:

1. CTC offered: INR 4.25 LPA
2. Selected Candidate should be willing to work on any assignment assigned by HCLTech including 24*7 operations and Shifts, willing to learn.
3. Selected Candidate should be Willing to work in any location within India or abroad as assigned by HCLTech.
4. Service Agreement for 12 Months (as applicable). In case you leave before completing 12 months, you are liable to pay 50K to the organization.

Please Note:

Your Joining with HCLTech is subject to BGV Clearance, Re-hire Policy (incase applicable) and Eligibility criteria as follows:

1. Minimum 70% /7.0 CGPA throughout in all academics (10th, 12th/Diploma & Graduation) & no Backlogs.

2. B.E/B. Tech Graduation passing Year 2023 & Specialization in Circuit Branch only.

Pre-Joining Training (if applicable) will be triggered and the same needs to be completed prior to joining.

Please acknowledge the email with consent that you are blocked for HCLTech and should not be appearing for other organizations. You should join HCLTech.

Regards

Juisha Thomas

Campus Hiring Team

HCLTech

Supercharging Progress™

hcltech.com

HCLTech does not charge any money for hiring or background verification. Beware of Fraudulent

::DISCLAIMER::

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Mr.Md Jakir Hossain <tpo@aliah.ac.in>
To: Arpan Paul <arpanpaul262@gmail.com>

Fri, Mar 31, 2023 at 10:54 AM

Thank you.

Thanks & Regards,



Aliah University
আলিয়া বিশ্ববিদ্যালয়

MD JAKIR HOSSAIN | Training & Placement Officer

Aliah University(Govt. Of West Bengal) - II-A/27, Action Area II, Newtown Kolkata 700160, West Bengal, India

M: +91 9933506719/ 8584853842 | T: +91 3323416410 | Ext. 1209

E: tpo@aliah.ac.in/ jakirhossain20@gmail.com | www.aliah.ac.in

[Quoted text hidden]

Fwd: HCL || Final Confirmation || Batch 2023

1 message

Arkaprava Majee <majeearkaprava77@gmail.com>
To: "Mr.Md Jakir Hossain" <tpo@aliah.ac.in>

Fri, Mar 31, 2023 at 2:38 PM

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

From: **Juisha Thomas** <juisha_thomas@hcl.com>
Date: Thu, 23 Mar 2023, 17:13
Subject: HCL || Final Confirmation || Batch 2023
To: MAJEEARKAPRAVA77@GMAIL.COM <MAJEEARKAPRAVA77@gmail.com>

Dear Candidate,

Greetings from HCLTech!

We are glad to inform you that you have been selected for the opportunity with HCL.

Student Name	Email	College	UG - Degree Specialization
ARKAPRAVA MAJEE	MAJEEARKAPRAVA77@GMAIL.COM	OTHER ALIAH UNIVERSITY, KOLKATA, WEST BENGAL	ELECTRONICS AND COMMUNICATION ENGINEERING

Important Points:

1. CTC offered: INR 4.25 LPA
2. Selected Candidate should be willing to work on any assignment assigned by HCL Technologies including 24*7 operations and Shifts, willing to learn.
3. Selected Candidate should be Willing to work in any location within India or abroad as assigned by HCL Technologies.
4. Service Agreement for 12 Months (as applicable). In case you leave before completing 12 months, you are liable to pay 50K to the organization.

Please Note:

Your Joining with HCL is subject to BGV Clearance, Re-hire Policy (incase applicable) and Eligibility criteria as follows:

1. Minimum 70% /7.0 CGPA throughout in all academics (10th, 12th/Diploma & Graduation) & no Backlogs.
2. B.E/B. Tech Graduation passing Year 2023 & Specialization in Circuit Branch only.

Pre-Joining Training (if applicable) will be triggered and the same needs to be completed prior to joining.

Please acknowledge the email with consent that you are blocked for HCLTech and should not be appearing for other organizations. You should join HCLTech.

Regards

Juisha Thomas

Campus Hiring Team

HCLTech

Supercharging Progress™

hcltech.com

HCLTech does not charge any money for hiring or background verification. Beware of Fraudulent

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image001.jpg
2K



Mr. Md Jakir Hossain AU <tpo@aliah.ac.in>

Fwd: Reg: - Offer Letter | Abid Hossain |

1 message

ABID HOSSAIN <abidhossain1112@gmail.com>
To: tpo@aliah.ac.in

Sat, Apr 29, 2023 at 12:34 PM

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

From: **Nilesh Baria** <Nilesh.Baria@glenmarklifesciences.com>
Date: Sat, 29 Apr, 2023, 11:43 am
Subject: Reg: - Offer Letter | Abid Hossain |
To: abidhossain1112@gmail.com <abidhossain1112@gmail.com>
Cc: Dhruv Maheshbhai Desai <Dhruv.Desai2@glenmarklifesciences.com>, Vijayanand Wadikar <Vijayanand.Wadikar@glenmarklifesciences.com>, Aarti Purohit <Aarti.Purohit@glenmarklifesciences.com>

Dear Abid Hossain

Warm greetings from Glenmark!

Further to our discussions regarding a career opportunity with Glenmark Life Sciences, it gives us immense pleasure to extend an offer for the position of **GLS Trainee – Quality Control** at Dahej

Key details of this offer of employment are:

Designation	Trainee
Job Grade	TR
Department	Quality Control
Location*	Dahej
Date of Joining	08.05.2023

Attached is the Offer Letter and Salary Annexure (Annexure A) with details of the compensation being offered to you. In Consideration to the above Offer please also note the below points

- The allocated Job location and department is subject to change at the discretion of Management
- For first Six month you will be given the benefits of free accommodation and one time food in a company
- Glenmark will provide free transportation to their employee
- At the time of joining, you will be entering into a written agreement with Glenmark Life Sciences ensuring 2 years commitment to work for the Organization, failing which you need to pay Rs.75,000/- to Glenmark Life Sciences as a training cost
- Before your joining with Glenmark Life Sciences, you need to submit to us, a declaration in the prescribed form (Annexure B) duly attested by college.
- In case your result for M. Sc. is pending, then on declaration of any such result, if it comes out to be negative, your CTC will be modified to that of a B. Sc. Level which will be considered your highest Qualification at that moment.
- Pre-employment medical check-up needs to be completed by you as suggested, Company will reimburse you the expenditures on the actuals up to a cap of Rs. 750/-. This offer stands invalid in event of being found unfit after pre-employment medical check-up.

Please confirm your acceptance of this Offer via e-mail. The detailed Appointment Letter would be issued on the first day of your joining.

We look forward to a positive response from you.

Regards,

Nilesh Baria

Assistant Manager

Glenmark Life Sciences Limited
Z-103-I, SEZ Phase II, Dist [Bharuch, Dahej 392130](#)
(Office) 2641681507 | (Extn) 6507 | (Mobile) 9574170310 | www.glenmarklifesciences.com



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6 attachments



Abid Hossain.jpg
304K



Annxure A M Sc.jpg
319K



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image001.jpg
22K



Annexure B College Declaration.docx

13K



List of Test.docx

20K



Mr. Md Jakir Hossain AU <tpo@aliah.ac.in>

Fwd: Reg: - Offer Letter | Alangir SK |

1 message

ALANGIR SK <alangirsk055@gmail.com>
To: tpo@aliah.ac.in

Sat, Apr 29, 2023 at 12:41 PM

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

From: **Nilesh Baria** <Nilesh.Baria@glenmarklifesciences.com>
Date: Sat, 29 Apr 2023, 11:45 am
Subject: Reg: - Offer Letter | Alangir SK |
To: alangirsk055@gmail.com <alangirsk055@gmail.com>
Cc: Dhruv Maheshbhai Desai <Dhruv.Desai2@glenmarklifesciences.com>, Vijayanand Wadikar <Vijayanand.Wadikar@glenmarklifesciences.com>, Aarti Purohit <Aarti.Purohit@glenmarklifesciences.com>

Dear Alangir SK,

Warm greetings from Glenmark!

Further to our discussions regarding a career opportunity with Glenmark Life Sciences, it gives us immense pleasure to extend an offer for the position of **GLS Trainee – Production** at Dahej

Key details of this offer of employment are:

Designation	Trainee
Job Grade	TR
Department	Production
Location*	Dahej
Date of Joining	08.05.2023

Attached is the Offer Letter and Salary Annexure (Annexure A) with details of the compensation being offered to you. In Consideration to the above Offer please also note the below points

- The allocated Job location and department is subject to change at the discretion of Management
- For first Six month you will be given the benefits of free accommodation and one time food in a company
- Glenmark will provide free transportation to their employee
- At the time of joining, you will be entering into a written agreement with Glenmark Life Sciences ensuring 2 years commitment to work for the Organization, failing which you need to pay Rs.75,000/- to Glenmark Life Sciences as a training cost
- Before your joining with Glenmark Life Sciences, you need to submit to us, a declaration in the prescribed form (Annexure B) duly attested by college.
- In case your result for M. Sc. is pending, then on declaration of any such result, if it comes out to be negative, your CTC will be modified to that of a B. Sc. Level which will be considered your highest Qualification at that moment.
- Pre-employment medical check-up needs to be completed by you as suggested, Company will reimburse you the expenditures on the actuals up to a cap of Rs. 750/-. This offer stands invalid in event of being found unfit after pre-employment medical check-up.

Please confirm your acceptance of this Offer via e-mail. The detailed Appointment Letter would be issued on the first day of your joining.

We look forward to a positive response from you.

Regards,

Nilesh Baria

Assistant Manager

Glenmark Life Sciences Limited
Z-103-I, SEZ Phase II, Dist [Bharuch, Dahej 392130](#)
(Office) 2641681507 | (Extn) 6507 | (Mobile) 9574170310 | www.glenmarklifesciences.com



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5 attachments



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305K



Annxure A M Sc.jpg
319K



Annexure B College Declaration.docx
13K

List of Test.docx
20K



Mr. Md Jakir Hossain AU <tpo@aliah.ac.in>

Fwd: Reg: - Offer Letter | Dildar Sheikh |

1 message

Dildar Afroz <dildarafroz@gmail.com>
To: "tpo@aliah.ac.in" <tpo@aliah.ac.in>

Sat, Apr 29, 2023 at 12:36 PM

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

From: **Nilesh Baria** <Nilesh.Baria@glenmarklifesciences.com>
Date: Sat, Apr 29, 2023, 11:47 AM
Subject: Reg: - Offer Letter | Dildar Sheikh |
To: dildarafroz@gmail.com <dildarafroz@gmail.com>
Cc: Dhruv Maheshbhai Desai <Dhruv.Desai2@glenmarklifesciences.com>, Vijayanand Wadikar <Vijayanand.Wadikar@glenmarklifesciences.com>, Aarti Purohit <Aarti.Purohit@glenmarklifesciences.com>

Dear Dildar Sheikh

Warm greetings from Glenmark!

Further to our discussions regarding a career opportunity with Glenmark Life Sciences, it gives us immense pleasure to extend an offer for the position of **GLS Trainee – Production** at Dahej

Key details of this offer of employment are:

Designation	Trainee
Job Grade	TR
Department	Production
Location*	Dahej
Date of Joining	08.05.2023

Attached is the Offer Letter and Salary Annexure (Annexure A) with details of the compensation being offered to you. In Consideration to the above Offer please also note the below points

- The allocated Job location and department is subject to change at the discretion of Management
- For first Six month you will be given the benefits of free accommodation and one time food in a company
- Glenmark will provide free transportation to their employee
- At the time of joining, you will be entering into a written agreement with Glenmark Life Sciences ensuring 2 years commitment to work for the Organization, failing which you need to pay Rs.75,000/- to Glenmark Life Sciences as a training cost
- Before your joining with Glenmark Life Sciences, you need to submit to us, a declaration in the prescribed form (Annexure B) duly attested by college.
- In case your result for M. Sc. is pending, then on declaration of any such result, if it comes out to be negative, your CTC will be modified to that of a B. Sc. Level which will be considered your highest Qualification at that moment.
- Pre-employment medical check-up needs to be completed by you as suggested, Company will reimburse you the expenditures on the actuals up to a cap of Rs. 750/-. This offer stands invalid in event of being found unfit after pre-employment medical check-up.

Please confirm your acceptance of this Offer via e-mail. The detailed Appointment Letter would be issued on the first day of your joining.

We look forward to a positive response from you.

Regards,

Nilesh Baria

Assistant Manager

Glenmark Life Sciences Limited
Z-103-I, SEZ Phase II, Dist [Bharuch, Dahej 392130](#)
(Office) 2641681507 | (Extn) 6507 | (Mobile) 9574170310 | www.glenmarklifesciences.com



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6 attachments



Dildar Sheikh.jpg
303K



Annxure A M Sc.jpg
319K



image001.jpg
22K

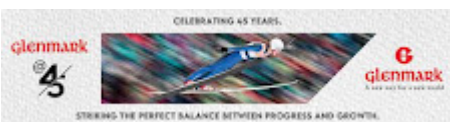


image001.jpg
22K



List of Test.docx

20K



Annexure B College Declaration.docx

13K



Mr. Md Jakir Hossain AU <tpo@aliah.ac.in>

Fwd: Reg: - Offer Letter | Kawsar Alam |

1 message

KAWSAR CHEM <kawsarchem@gmail.com>
To: "tpo@aliah.ac.in" <tpo@aliah.ac.in>

Sat, Apr 29, 2023 at 1:04 PM

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

From: **Nilesh Baria** <Nilesh.Baria@glenmarklifesciences.com>

Date: Sat 29 Apr, 2023, 11:48 AM

Subject: Reg: - Offer Letter | Kawsar Alam |

To: kawsarchem@gmail.com <kawsarchem@gmail.com>

Cc: Dhruv Maheshbhai Desai <Dhruv.Desai2@glenmarklifesciences.com>, Vijayanand Wadikar <Vijayanand.Wadikar@glenmarklifesciences.com>, Aarti Purohit <Aarti.Purohit@glenmarklifesciences.com>

Dear Kawsar Alam,

Warm greetings from Glenmark!

Further to our discussions regarding a career opportunity with Glenmark Life Sciences, it gives us immense pleasure to extend an offer for the position of **GLS Trainee – Production** at Dahej

Key details of this offer of employment are:

Designation	Trainee
Job Grade	TR
Department	Production
Location*	Dahej
Date of Joining	08.05.2023

Attached is the Offer Letter and Salary Annexure (Annexure A) with details of the compensation being offered to you. In Consideration to the above Offer please also note the below points

- The allocated Job location and department is subject to change at the discretion of Management
- For first Six month you will be given the benefits of free accommodation and one time food in a company
- Glenmark will provide free transportation to their employee
- At the time of joining, you will be entering into a written agreement with Glenmark Life Sciences ensuring 2 years commitment to work for the Organization, failing which you need to pay Rs.75,000/- to Glenmark Life Sciences as a training cost
- Before your joining with Glenmark Life Sciences, you need to submit to us, a declaration in the prescribed form (Annexure B) duly attested by college.
- In case your result for M. Sc. is pending, then on declaration of any such result, if it comes out to be negative, your CTC will be modified to that of a B. Sc. Level which will be considered your highest Qualification at that moment.
- Pre-employment medical check-up needs to be completed by you as suggested, Company will reimburse you the expenditures on the actuals up to a cap of Rs. 750/-. This offer stands invalid in event of being found unfit after pre-employment medical check-up.

Please confirm your acceptance of this Offer via e-mail. The detailed Appointment Letter would be issued on the first day of your joining.

We look forward to a positive response from you.

Regards,

Nilesh Baria

Assistant Manager

Glenmark Life Sciences Limited
Z-103-I, SEZ Phase II, Dist [Bharuch, Dahej 392130](#)
(Office) 2641681507 | (Extn) 6507 | (Mobile) 9574170310 | www.glenmarklifesciences.com



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6 attachments



Kawsar Alam.jpg
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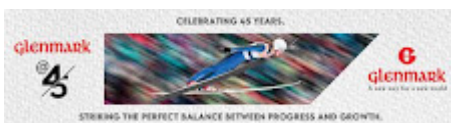


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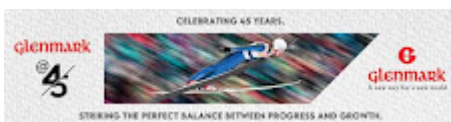


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List of Test.docx

20K



Annexure B College Declaration.docx

13K



Mr. Md Jakir Hossain AU <tpo@aliah.ac.in>

Fwd: Reg: - Offer Letter | Md Mehebur Easdani |

1 message

Md. Mehebur <mdmehebur492@gmail.com>
To: "tpo@aliah.ac.in" <tpo@aliah.ac.in>

Sat, Apr 29, 2023 at 12:43 PM

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

From: **Nilesh Baria** <Nilesh.Baria@glenmarklifesciences.com>
Date: Sat, 29 Apr, 2023, 11:40 am
Subject: Reg: - Offer Letter | Md Mehebur Easdani |
To: mdmehebur492@gmail.com <mdmehebur492@gmail.com>
Cc: Dhruv Maheshbhai Desai <Dhruv.Desai2@glenmarklifesciences.com>, Vijayanand Wadikar <Vijayanand.Wadikar@glenmarklifesciences.com>, Aarti Purohit <Aarti.Purohit@glenmarklifesciences.com>

Dear Md Mehebur Easdani

Warm greetings from Glenmark!

Further to our discussions regarding a career opportunity with Glenmark Life Sciences, it gives us immense pleasure to extend an offer for the position of **GLS Trainee – Production** at Dahej

Key details of this offer of employment are:

Designation	Trainee
Job Grade	TR
Department	Production
Location*	Dahej
Date of Joining	08.05.2023

Attached is the Offer Letter and Salary Annexure (Annexure A) with details of the compensation being offered to you. In Consideration to the above Offer please also note the below points,

- The allocated Job location and department is subject to change at the discretion of Management
- For first Six month you will be given the benefits of free accommodation and one time food in a company
- Glenmark will provide free transportation to their employee
- At the time of joining, you will be entering into a written agreement with Glenmark Life Sciences ensuring 2 years commitment to work for the Organization, failing which you need to pay Rs.75,000/- to Glenmark Life Sciences as a training cost
- Before your joining with Glenmark Life Sciences, you need to submit to us, a declaration in the prescribed form (Annexure B) duly attested by college.
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- Pre-employment medical check-up needs to be completed by you as suggested, Company will reimburse you the expenditures on the actuals up to a cap of Rs. 750/-. This offer stands invalid in event of being found unfit after pre-employment medical check-up.

Please confirm your acceptance of this Offer via e-mail. The detailed Appointment Letter would be issued on the first day of your joining.

We look forward to a positive response from you.

Regards,

Nilesh Baria

Assistant Manager

Glenmark Life Sciences Limited
Z-103-I, SEZ Phase II, Dist **Bharuch, Dahej 392130**
(Office) 2641681507 | (Extn) 6507 | (Mobile) 9574170310 | www.glenmarklifesciences.com



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3 attachments



To: Nilesh Baria
From: Md Meheub Easdani
Subject: Offer Letter
Date: 05/02/2023 12:00:00 AM
This email and any files transmitted with it are confidential and intended solely for the individual named. If you have received this email by mistake, please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

Md Meheub Easdani.jpg
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image001.jpg
22K



Mr. Md Jakir Hossain AU <tpo@aliah.ac.in>

Fwd: Reg: - Offer Letter | Mehmud Alam Sarkar |

1 message

Mehmud Alam <mehmud6431alam@gmail.com>
To: "tpo@aliah.ac.in" <tpo@aliah.ac.in>

Sat, Apr 29, 2023 at 12:35 PM

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

From: **Nilesh Baria** <Nilesh.Baria@glenmarklifesciences.com>
Date: Sat, 29 Apr, 2023, 11:49 am
Subject: Reg: - Offer Letter | Mehmud Alam Sarkar |
To: mehmud6431alam@gmail.com <mehmud6431alam@gmail.com>
Cc: Dhruv Maheshbhai Desai <Dhruv.Desai2@glenmarklifesciences.com>, Vijayanand Wadikar <Vijayanand.Wadikar@glenmarklifesciences.com>, Aarti Purohit <Aarti.Purohit@glenmarklifesciences.com>

Dear Mehmud Alam Sarkar

Warm greetings from Glenmark!

Further to our discussions regarding a career opportunity with Glenmark Life Sciences, it gives us immense pleasure to extend an offer for the position of **GLS Trainee – Production** at Dahej

Key details of this offer of employment are:

Designation	Trainee
Job Grade	TR
Department	Production
Location*	Dahej
Date of Joining	08.05.2023

Attached is the Offer Letter and Salary Annexure (Annexure A) with details of the compensation being offered to you. In Consideration to the above Offer please also note the below points

- The allocated Job location and department is subject to change at the discretion of Management
- For first Six month you will be given the benefits of free accommodation and one time food in a company
- Glenmark will provide free transportation to their employee
- At the time of joining, you will be entering into a written agreement with Glenmark Life Sciences ensuring 2 years commitment to work for the Organization, failing which you need to pay Rs.75,000/- to Glenmark Life Sciences as a training cost
- Before your joining with Glenmark Life Sciences, you need to submit to us, a declaration in the prescribed form (Annexure B) duly attested by college.
- In case your result for M. Sc. is pending, then on declaration of any such result, if it comes out to be negative, your CTC will be modified to that of a B. Sc. Level which will be considered your highest Qualification at that moment.
- Pre-employment medical check-up needs to be completed by you as suggested, Company will reimburse you the expenditures on the actuals up to a cap of Rs. 750/-. This offer stands invalid in event of being found unfit after pre-employment medical check-up.

Please confirm your acceptance of this Offer via e-mail. The detailed Appointment Letter would be issued on the first day of your joining.

We look forward to a positive response from you.

Regards,

Nilesh Baria

Assistant Manager

Glenmark Life Sciences Limited
Z-103-I, SEZ Phase II, Dist [Bharuch, Dahej 392130](#)
(Office) 2641681507 | (Extn) 6507 | (Mobile) 9574170310 | www.glenmarklifesciences.com



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6 attachments



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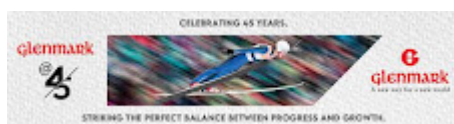


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Annexure B College Declaration.docx

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List of Test.docx

20K



Mr. Md Jakir Hossain AU <tpo@aliah.ac.in>

Fwd: Reg: - Offer Letter | Obadul Sk |

2 messages

Obaidul Sk <obadul1002@gmail.com>
To: tpo@aliah.ac.in

Sat, Apr 29, 2023 at 12:37 PM

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

From: **Nilesh Baria** <Nilesh.Baria@glenmarklifesciences.com>
Date: Sat, 29 Apr, 2023, 11:42 am
Subject: Reg: - Offer Letter | Obadul Sk |
To: **Obadul1002@gmail.com** <Obadul1002@gmail.com>
Cc: Dhruv Maheshbhai Desai <Dhruv.Desai2@glenmarklifesciences.com>, Vijayanand Wadikar <Vijayanand.Wadikar@glenmarklifesciences.com>, Aarti Purohit <Aarti.Purohit@glenmarklifesciences.com>

Dear Obadul Sk

Warm greetings from Glenmark!

Further to our discussions regarding a career opportunity with Glenmark Life Sciences, it gives us immense pleasure to extend an offer for the position of **GLS Trainee – Production** at Dahej

Key details of this offer of employment are:

Designation	Trainee
Job Grade	TR
Department	Production
Location*	Dahej
Date of Joining	08.05.2023

Attached is the Offer Letter and Salary Annexure (Annexure A) with details of the compensation being offered to you. In Consideration to the above Offer please also note the below points,

- The allocated Job location and department is subject to change at the discretion of Management
- For first Six month you will be given the benefits of free accommodation and one time food in a company
- Glenmark will provide free transportation to their employee
- At the time of joining, you will be entering into a written agreement with Glenmark Life Sciences ensuring 2 years commitment to work for the Organization, failing which you need to pay Rs.75,000/- to Glenmark Life Sciences as a training cost
- Before your joining with Glenmark Life Sciences, you need to submit to us, a declaration in the prescribed form (Annexure B) duly attested by college.
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- Pre-employment medical check-up needs to be completed by you as suggested, Company will reimburse you the expenditures on the actuals up to a cap of Rs. 750/-. This offer stands invalid in event of being found unfit after pre-employment medical check-up.

Please confirm your acceptance of this Offer via e-mail. The detailed Appointment Letter would be issued on the first day of your joining.

We look forward to a positive response from you.

Regards,

Nilesh Baria

Assistant Manager

Glenmark Life Sciences Limited
Z-103-I, SEZ Phase II, Dist [Bharuch, Dahej 392130](#)
(Office) 2641681507 | (Extn) 6507 | (Mobile) 9574170310 | www.glenmarklifesciences.com



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6 attachments



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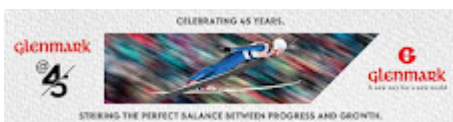


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 **Annexure B College Declaration.docx**
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Obaidul Sk <obadul1002@gmail.com>
To: tpo@aliah.ac.in

Sat, Apr 29, 2023 at 12:42 PM

[Quoted text hidden]

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 **Annexure B College Declaration.docx**
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Mr. Md Jakir Hossain AU <tpo@aliah.ac.in>

Fwd: Reg: - Offer Letter | Sourav Sarkar |

1 message

Sourav Sarkar <souravsarkar4895@gmail.com>
To: "tpo@aliah.ac.in" <tpo@aliah.ac.in>

Sat, Apr 29, 2023 at 12:41 PM

Sourav Sarkar

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

From: **Nilesh Baria** <Nilesh.Baria@glenmarklifesciences.com>

Date: Sat, Apr 29, 2023, 12:08 PM

Subject: Reg: - Offer Letter | Sourav Sarkar |

To: **SouravSarkar4895@gmail.com** <SouravSarkar4895@gmail.com>

Cc: Dhruv Maheshbhai Desai <Dhruv.Desai2@glenmarklifesciences.com>, Vijayanand Wadikar <Vijayanand.Wadikar@glenmarklifesciences.com>, Aarti Purohit <Aarti.Purohit@glenmarklifesciences.com>

Dear Sourav Sarkar

Warm greetings from Glenmark!

Further to our discussions regarding a career opportunity with Glenmark Life Sciences, it gives us immense pleasure to extend an offer for the position of **GLS Trainee – Production** at Dahej

Key details of this offer of employment are:

Designation	Trainee
Job Grade	TR
Department	Production
Location*	Dahej
Date of Joining	08.05.2023

Attached is the Offer Letter and Salary Annexure (Annexure A) with details of the compensation being offered to you. In Consideration to the above Offer please also note the below points

- The allocated Job location and department is subject to change at the discretion of Management
- For first Six month you will be given the benefits of free accommodation and one time food in a company
- Glenmark will provide free transportation to their employee
- At the time of joining, you will be entering into a written agreement with Glenmark Life Sciences ensuring 2 years commitment to work for the Organization, failing which you need to pay Rs.75,000/- to Glenmark Life Sciences as a training cost
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We look forward to a positive response from you.

Regards,

Nilesh Baria

Assistant Manager

Glenmark Life Sciences Limited
Z-103-I, SEZ Phase II, Dist [Bharuch](#), [Dahej 392130](#)
(Office) 2641681507 | (Extn) 6507 | (Mobile) 9574170310 | www.glenmarklifesciences.com



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6 attachments



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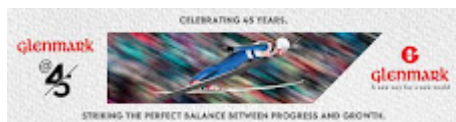


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 **Annexure B College Declaration.docx**
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 **List of Test.docx**
20K



Offer for the Position of Trainee CRM - Kolkata

1 message

Hr Purva <hr.purva@vashiisl.com>

Wed, Dec 28, 2022 at 5:44 PM

To: "khatunfatema099@gmail.com" <khatunfatema099@gmail.com>

Cc: Ankit Agarwal <ankit.agarwal@vashiisl.com>, Akansha Agarwal <akansha.agarwal@vashiisl.com>, "Mr.Md Jakir Hossain" <tpo@aliah.ac.in>

Dear Ms Fatema,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **'Trainee: CRM'**. You are expected to join the duty on January 5th, 2023.

You will be on a probationary period till you submit your "Course Completion Certificate" along with all marks sheet.

Following would be your CTC Structure:

Components	Monthly	CTC Annual
Basic & DA	8,100	97,200
HRA	4,050	48,600
Uniform Allowance	2,000	24,000
Conveyance Allowance	2,000	24,000
Children Education Allowance	50	600
LTA	-	-
City Compensatory Allowance	-	-
Gratuity	-	4,673
Festival bonus	-	8,097
Gross Salary (A)	16,200	207,170
Provident Fund	972	
Professional Tax	130	
ESIC	122	
Deductions (B)	1,224	-
Net Salary per month (A-B)	14,976	
PF Employer Contribution		11,664
ESIC Employer Contribution		6,324
Fixed CTC		225,158

Kindly revert with an email acceptance by 31/12/2022 of the offer to proceed further.

On the date of your joining, you may please bring along the following documents:

1. Age Proof & Address Proof - Adhaar Card & Driving License
2. Photocopies of Educational Certificates
 - 10th/SSLC Marks Sheet
 - 12th/PUC Mark Sheet
 - Diploma Mark Sheet & certificate
 - Bachelors Mark sheet & Certificate
 - Post-Graduation Mark sheet & Certificate

3. Photocopies of professional Certificates (if applicable)
 - Appointment letter of the previous employer
 - Relieving Letter from your previous employer
 - Last 3 months salary slip
4. UAN Number (if applicable)
5. PAN Card
6. 4 Passport Size photographs.

This Offer of Employment is subject to receipt of satisfactory references.

Kind Regards,
Akansha Agarwal

PURVA VASHI
ELECTRICALS & SERVICES PVT. LTD.



Address: Unit 1310, 13th Floor, Tower 1, PS Srijan Corporate Park, G2, Block GP, Near RDB Boulevard, Salt Lake, Sector V, Kolkata 700091

Landline: +91 33 66301125/**Mobile:** +91 95906 59483

Email: hr.purva@vashiisl.com



Zifo Technologies Private Limited
#21a, Anna Salai, Little Mount,
Saidapet, Chennai - 600015, INDIA
CIN: U72200TN2008PTC066180
Certified on ISO 9001 & ISO/IEC

7-Nov-22

To,

The Placement Officer,
Aliah University, West Bengal

Dear Placement Officer,

The following candidate(s) have been selected during our campus recruitment drive held in November 2022

Student Name	Degree and Stream
Abid Hossain	MSc Chemistry

We will dispatch the Offer letters (within a weeks' time) to each individual candidate and will communicate the joining formalities later

Please feel free to contact campus@zifornd.com in case of issues/concerns

Thanks!

For Zifo RnD Solutions,

N. Kamalahasan
Head – HR





Offer: Computer Consultancy

Ref: TCSL/DT20219424270/Kolkata

Date: 22/09/2022

Mr. Sk Arif Mahammad

GhatalVill - Solageria, P.O - Chaklachipur, P.S - Ghatal, Dist - Paschim Medinipur, State - West Bengal, In

Solageria Sbi Bank,

Ghatal-721232,

West Bengal.

Tel# -

Dear Sk Arif Mahammad,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential

TCSL/DT20219424270

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

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

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

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

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



12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.



16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

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



- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
 - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
 - 4 passport sized photographs
 - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
 - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.



22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.



(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Sk Arif Mahammad
Designation	Assistant System Engineer-Trainee
Institute Name	Aliah University, Kolkata

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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



7th January 2023

Sub: Offer of employment by Pin Click

Dear **Ashutosh Kumar**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”, *with effect from **20th February 2023***

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as a Pin Click employee will be at the office **Bangalore** Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15 days notice period or 15 days salary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Ashutosh Kumar	
	Designation	Associate Property Advisor	
	Department	Sales	
	Date of Joining	20 th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
B	Professional tax	200	2,400
	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
Benefits			
C	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license * 7 days of training period <p>(Rs 3000 Includes the fuel allowances in the above annexure and 500 Rs deduction for Mobile Bill)</p> <ul style="list-style-type: none"> ● Android Mobile Mandatory. ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. 			

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B.**

ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Ashutosh Kumar	
	Designation	Associate Property Advisor	
	Department	Sales	
	Date of Joining	20th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
B	Professional tax	200	2,400
	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
Benefits			
C	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Android phone & Two-wheeler is mandatory with valid driving license (3000 Includes the fuel allowances in the above annexure and 500 Rs deduction for Mobile Bill)</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. 			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

Ms. Binutaj Hasan
Alkas More,
Hatiara,
Kolkata,
West Bengal - 700157.
Contact - 6291184311

28-07-2023

SBIL-Gene-13296

Dear Binutaj,

Offer Letter: Graduate Sales Trainee

With reference to your recent interview with us, we are pleased to offer you the position of Graduate Sales Trainee in Grade M9 Level L2. You will be on probation for a period of one year. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

2. Your compensation on Cost to Company basis will be as per details enclosed.

3. Your initial posting will be in Zone 3, Region (Bengal) – Kolkata 15. However, the company reserves the right to utilise your services at any other place within or outside the country.

4. This is a provisional offer. Your formal appointment and the issuance of the final Letter of Appointment is subject to the following conditions:

- i. Actual production of Relieving letter or acceptance of resignation letter from your current employer
- ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in application form. Please refer to the annexure for the complete list of testimonials.

4 (a) Joining in the company is subject to generation of employee code. Mere submitting the Joining Kit does not entitle the status of employee of the company. On receiving the joining kit the documents are validated post which the decision of hiring with the company is taken. The candidate will be deemed to have not joined the company unless his/her employee code is generated and communicated by the company.

4(b) Candidates who have earlier worked with SBI Life will be considered as an instance of rehiring. Please note that rehiring in the company is subject to fulfilling certain specific criteria and approval of the Competent Authority to this effect. It is advised to bring it to the notice of the company in writing with regards to rehiring in the company if you have worked with SBI Life earlier before acceptance of this offer. Any instance of non compliance will be considered as a case of non disclosure of facts having a significant impact on decision with respect to hiring of a candidate. All such cases will be considered as a violation of code of conduct of the company and his/her continuation in the company will be solely at the discretion of the company.

5. Your offer and appointment is made basis the information furnished and representation made by you from time to time. The company and such persons/institution appointed by the company shall be entitled to conduct background verification and reference checks from all requisite sources to ascertain and establish the facts furnished by you. During the course of verification, there may be certain documents/facts/ proofs required to be produced from your side. Incase, you are not able to produce the same within stipulated time frame, the company reserves the right to put your salary on hold for such time till you submit the said documents. Incase of negative background verification, the company reserves the right to terminate your services and take such further action as deemed necessary in the interest of the company.

6. In such cases where you posses insurance agency code of another insurance company(ies), you are required to ensure that your code is deactivated and you submit the NOC from the concerned insurance company(ies) within 60 days of your joining SBI Life failing which SBI Life reserves the right to keep your salary on hold and take such action as deemed necessary which may also include termination of your services from SBI Life.

7. The company forbids hiring or holding employment of insurance agents whose agency code has been blacklisted. You are hereby advised to make sure the same before acceptance of this offer or else it will be considered as a violation of code of conduct and your continuation in the company will be solely at its discretion.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

10. For clarifications, please feel free to contact Krishnendu Ghorai at 8116683578 or e-mail at krishnendu.ghorai@sbilife.co.in

11. Please acknowledge receipt of this offer by returning this duplicate copy to the official referred in the annexure, within 7 days from the date of this letter, duly signed and stating your date of joining which should not be later than 31/07/2023.

Yours faithfully,

Tania Chandra
AVP-Human Resource

I, Binutaj Hasan, have read the above terms and conditions and hereby accept the offer.

Expected Date of Joining:

Signature:

MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Binutaj Hasan declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

Hypertension	<input type="checkbox"/>
Pulmonary Disease	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>
Cancer	<input type="checkbox"/>
Rheumatic Joint Diseases or symptoms	<input type="checkbox"/>
Asthma	<input type="checkbox"/>
Mental Stress	<input type="checkbox"/>
Others (Please specify)	<input type="text"/>

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

(Signature of the candidate)

Date:

Place:

Annexure

The details of the official in-charge of you're joining formalities with necessary documents and testimonials required when you report to join *SBI Life* are given below. Please contact the concerned official with prior appointment for necessary advices and scrutiny of your documents:

Name: Vaishali De (Senior Area Manager)

Address: Barasat

Contact No: 9830981047

List of documents: Please bear the following documents (**original & 2 set of photocopies each**) when you join *SBI Life Insurance*:

A. Education Qualifications:

1. SSC Mark sheet
2. HSC Mark sheet
3. Graduation Mark sheet & Certificate (**Mandatory**)
4. Post Graduation Mark sheet & Certificate (**If Any**) (**Mandatory**)
5. Any Other Additional Qualifications Certificate & Mark-sheet detailed during application

B. Work Experience Letters **From Previous Two Employers (Mandatory) as follows -**

1. Copy of Relieving letter or Resignation acceptance letter
2. Appointment letter / Offer letter, Experience letter, Employee no., Reporting Persons Name & Contact nos.
3. **NOC from prior Organisation in case of Insurance Advisors.**

C. Proof of Birth Identity & Address

PAN Card (**Mandatory**)

Passport / Driving License / or any other appropriate document issued by competent authority

D. Three Passport size colour photographs (**Mandatory**)

** Your Employee no. will be created by Human Resources on the day you report to work.*

** Once you join us, immediately open an Account with State Bank of India and advise your A/c No. to HR at the earliest.*



ADBOX MEDIA LLP

#448, 5th Main Road, 6 Sector,
Bangalore, 560 102 INDIA

TRAINEESHIP CUM JOB OFFER

24th September, 2022

Dear Shadman Ashiq,

We are very excited to extend this employment opportunity to you.

CTC Package: INR 8,50,000 over 2 years (including bonuses and benefits - please refer Annexure for detail)

Reporting Location: Kolkata

Probation Period: 4 months

Notice Period: 3 months' notice if terminated by the employee and 1-month notice if terminated by the employer (post probation)

Your date of joining will be communicated shortly to you. The position starts with a 4-months immersive training and assistance phase where various Digital Marketing related responsibilities/ tasks shall be assigned to you, training and mentorship will be provided. This is a serious investment we will be making in anticipation of an excellent mutually beneficial relationship. During these 4 months training and assistance period you shall be paid half the salary (other half shall be paid on successful qualification and continuation along with your Annual Bonus on same terms as Annual Bonus). Post successful completion of the assistance phase you shall be designated as "Digital Marketing Analyst".

If your college allows substantial time for internship during your graduation, we may invite you to participate in assistance and training during the internship period. Such a successful internship with us shall accelerate your path to Digital Marketing Analyst role and you will be paid an additional Joining Bonus of upto INR 20,000 with your first salary (on terms same as Annual Bonus).

You will likely be dealing with confidential data of the company and its clients. You have to be careful to not disclose this to anyone outside the company during and after your association with the company and within the company only based on authorized need to know. Any data related to the company on your computer or laptop must be promptly shared by you with the company and you must not keep any confidential data saved with you on your Laptop/ PC/ Email/ Cloud beyond what is required to perform your duty and in no case beyond your association with the company. The compensation includes consideration for your services and obligations such as confidentiality, non-solicitation, non-compete, data transfer, inventions assignment, software copyright and other terms agreed to in the internship and employment agreement(s) and other agreements with the company. You shall indemnify the company against any loss or damage caused by a) negligence on your side b) misrepresentation or breach of agreement caused by you.

We value continuous learning, nurturing creativity and promoting innovation. Rest assured, that this opportunity will give you ample scope for all of this while working alongside colleagues who are kicked and passionate about what they do.

Please sign a copy of this letter and return it to us before 27th September 2022. Feel free to reach us at hr@deltax.com anytime if you have any questions about anything at all.

Once again, congratulations! We look forward to welcoming you on board really soon.

For AdBox Media LLP

(Gita Dhir)
Authorized Signatory

Shadman Ashiq

ANNEXURE: CTC Breakup for Shadman Ashiq

Particulars	Amount (₹) per month: Year 1	Amount (₹) per annum: Year 1	Amount (₹) per month: Year 2	Amount (₹) per annum: Year 2
FIXED COMPONENT (A)				
Basic	10,000	1,20,000	15,000	1,80,000
HRA ⁽ⁱ⁾	4,000	48,000	6,000	72,000
Special Allowance ⁽ⁱⁱ⁾	4,000	48,000	4,000	48,000
FLEXIBLE COMPONENTS (B) ⁽ⁱⁱⁱ⁾	4,000	48,000	5,000	60,000
Conveyance, Medical Reimbursement, Books & Periodicals Reimbursement, Meal Vouchers/ Reimbursements, Office Wear Reimbursement, Leave Travel Allowance, WFH Essentials reimbursement, Communications related reimbursement				
COMPONENTS OF EMPLOYER CONTRIBUTION (C)				
Annual Bonus ^(iv)		50,000		1,01,000
Gratuity ^(v)		6,000		9,000
Non-encashable Benefits ^(vi) : Food / Snacks, Health Insurance		30,000		30,000
TOTAL CTC PACKAGE (A+B+C)		INR 3,50,000		INR 5,00,000
GROSS MONTHLY SALARY (A+B) ^(vii)	INR 22,000		INR 30,000	

- (i) **HRA:** HRA component is exempted from tax, subject to certain conditions as per the Income Tax Rules.
- (ii) **Special Allowance:** The employer contribution to Provident Fund (PF) is included within SA. If you opt-out for PF then the same is paid directly to you along with salary else shall be deducted and deposited into your PF account.
- (iii) **Flexible Components:** These components are fully exempted from tax, subject to submission of qualifying bills.
- (iv) **Annual Bonus:** This is paid on the first and second anniversary of (full-time) employment with the company and is subject to individual performance, LOB & Company Performance. Further we expect a commitment of 2+ years and thereby any bonus accrued/ paid during this period (notice period excluded) shall be recovered if you are to leave the company for any reason before your second anniversary.
- (v) **Gratuity:** Eligibility as per gratuity act. Pays-off when you have a long-term association with the company. We pay higher of the accumulated sum (~5% of basic during the employment period) or the amount specified by the act.
- (vi) **Non-encashable benefit:** These may vary by LOB/ Department, Seniority and Location. The company reserves the right to offer/ modify/ withdraw these at any time.
- (vii) **Deductions:** Professional Tax, Income Tax, PF Contribution (if opted), other taxes/ receivables shall be deducted.

For AdBox Media LLP
(Gita Dhir)
Authorized Signatory
Shadman Ashiq



Continental
Sajda Begum
Vill+Post: Loknathpur,
P.S. - Rejinagar, Dist. - Murshidabad,
Pin - 742189

Priyam Dokania
Human Resources
Phone – 033 40054356
Mob - 8335056688
Priyam.dokania@quantuminventions.com

Date
10th March 2023

Your message dated

Our Reference

Your reference
HR/Offer/2023

Sub: Offer of Internship

Dear Sajda,

Congratulations!

Thank you for your interest in discussing an opportunity with us. Based on our discussions, we are pleased to offer you internship in the company. Your initial place of posting will be in Kolkata (Quantum Inventions Development Centre).

Your monthly stipend, calculated on cost to company basis, is **Rs. 12000/- per month** (Rupees Twelve Thousand only).

This letter is valid for a period of 3 days for acceptance from the date of offer. Your joining date would be on or before 15th March 2023.

Your internship period will be till 28th July 2023. On your day of joining report to Mrs Sharmistha Bhattacharya. Please carry the original documents along with an additional copy as specified in the email.

We are sure that our working environment will be conducive in helping you grow professionally as well as personally. We welcome you to being a part of the Continental Automotive team and also look forward to your valued contribution in taking Continental Automotive to greater heights.

You are requested to return the duplicate copy of this letter as a token of your acceptance.

Yours faithfully

Priyam Dokania
Sr. Manager – HR & Ops

Accepted

Sajda Begum



Continental
Sajda Begum
Vill+Post: Loknathpur,
P.S. - Rejinagar, Dist. - Murshidabad,
Pin - 742189

Priyam Dokania
Human Resources
Phone – 033 40054356
Mob - 8335056688
Priyam.dokania@quantuminventions.com

Date
10th March 2023

Your message dated

Our Reference

Your reference
HR/Offer/2023

Sub: Offer of Internship

Dear Sajda,

Congratulations!

Thank you for your interest in discussing an opportunity with us. Based on our discussions, we are pleased to offer you internship in the company. Your initial place of posting will be in Kolkata (Quantum Inventions Development Centre).

Your monthly stipend, calculated on cost to company basis, is **Rs. 12000/- per month** (Rupees Twelve Thousand only).

This letter is valid for a period of 3 days for acceptance from the date of offer. Your joining date would be on or before 15th March 2023.

Your internship period will be till 28th July 2023. On your day of joining report to Mrs Sharmistha Bhattacharya. Please carry the original documents along with an additional copy as specified in the email.

We are sure that our working environment will be conducive in helping you grow professionally as well as personally. We welcome you to being a part of the Continental Automotive team and also look forward to your valued contribution in taking Continental Automotive to greater heights.

You are requested to return the duplicate copy of this letter as a token of your acceptance.

Yours faithfully

Priyam Dokania
Sr. Manager – HR & Ops

Accepted

Sajda Begum



Continental
Mursalin SK
Vill-Fakirabad ,
P.O. - Harekrishnapur ,
P.S - Jalangi ,
Dist - Murshidabad,
State - West Bengal ,
Pin No - 742305

Priyam Dokania
Human Resources
Phone – 033 40054356
Mob - 8335056688
Priyam.dokania@quantuminventions.com

Date
12th Jan 2023

Your message dated

Our Reference

Your reference
HR/Offer/2023

Sub: Offer of Internship

Dear Mursalin Sk,

Congratulations!

Thank you for your interest in discussing an opportunity with us. Based on our discussions, we are pleased to offer you internship in the company. Your initial place of posting will be in Kolkata (Quantum Inventions Development Centre).

Your monthly stipend, calculated on cost to company basis, is **Rs. 12000/- per month** (Rupees Twelve Thousand only).

This letter is valid for a period of 3 days for acceptance from the date of offer. Your joining date would be on or before 23rd Jan 2023.

Your internship period will be till 21st July 2023. On your day of joining report to Mrs Sharmistha Bhattacharya. Please carry the original documents along with an additional copy as specified in the email.

We are sure that our working environment will be conducive in helping you grow professionally as well as personally. We welcome you to being a part of the Continental Automotive team and also look forward to your valued contribution in taking Continental Automotive to greater heights.

You are requested to return the duplicate copy of this letter as a token of your acceptance.

Yours faithfully

Priyam Dokania
Sr. Manager – HR & Ops

Accepted

Mursalin SK



Continental
Adil Saad Ansari
42, Ansar Mohalla,
Dhanbad,
Pin - 828205

Priyam Dokania
Human Resources
Phone – 033 40054356
Mob - 8335056688
Priyam.dokania@quantuminventions.com

Date
16th Jan 2023

Your message dated

Our Reference

Your reference
HR/Offer/2023

Sub: Offer of Internship

Dear Adil,

Congratulations!

Thank you for your interest in discussing an opportunity with us. Based on our discussions, we are pleased to offer you internship in the company. Your initial place of posting will be in Kolkata (Quantum Inventions Development Centre).

Your monthly stipend, calculated on cost to company basis, is **Rs. 12000/- per month** (Rupees Twelve Thousand only).

This letter is valid for a period of 3 days for acceptance from the date of offer. Your joining date would be on or before 23rd Jan 2023.

Your internship period will be till 21st July 2023. On your day of joining report to Mrs Sharmistha Bhattacharya. Please carry the original documents along with an additional copy as specified in the email.

We are sure that our working environment will be conducive in helping you grow professionally as well as personally. We welcome you to being a part of the Continental Automotive team and also look forward to your valued contribution in taking Continental Automotive to greater heights.

You are requested to return the duplicate copy of this letter as a token of your acceptance.

Yours faithfully

Priyam Dokania
Sr. Manager – HR & Ops

Accepted

Adil Saad
Ansari



Continental
Md.AnsarHussain
South Bazar, Andal,
Near Moti Masjid,
West Bengal, Pin - 713321

Priyam Dokania
Human Resources
Phone – 033 40054356
Mob - 8335056688
Priyam.dokania@quantuminventions.com

Date
29th Dec 2022

Your message dated

Our Reference

Your reference
HR/Offer/2022

Sub: Offer of Internship

Dear Ansar,

Congratulations!

Thank you for your interest in discussing an opportunity with us. Based on our discussions, we are pleased to offer you internship in the company. Your initial place of posting will be in Kolkata (Quantum Inventions Development Centre).

Your monthly stipend, calculated on cost to company basis, is **Rs. 12000/- per month** (Rupees Twelve Thousand only).

This letter is valid for a period of 3 days for acceptance from the date of offer. Your joining date would be on or before 9th Jan 2023.

Your internship period will be till 7th July 2023. On your day of joining report to Mrs Sharmistha Bhattacharya. Please carry the original documents along with an additional copy as specified in the email.

We are sure that our working environment will be conducive in helping you grow professionally as well as personally. We welcome you to being a part of the Continental Automotive team and also look forward to your valued contribution in taking Continental Automotive to greater heights.

You are requested to return the duplicate copy of this letter as a token of your acceptance.

Yours faithfully

Priyam Dokania
Sr. Manager – HR & Ops

Accepted

Md. Ansar
Hussain

Mr. Karishma Khatun
Nutangram,
Talgachi,
Murshidabad,
West Bengal - 742149.
Contact - 9564746852

28-07-2023

SBIL-Gene-13297

Dear Sir,

Offer Letter: Graduate Sales Trainee

With reference to your recent interview with us, we are pleased to offer you the position of Graduate Sales Trainee in Grade M9 Level L2. You will be on probation for a period of one year. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

2. Your compensation on Cost to Company basis will be as per details enclosed.

3. Your initial posting will be in Zone 3, Region (Bengal) - Baharampur. However, the company reserves the right to utilise your services at any other place within or outside the country.

4. This is a provisional offer. Your formal appointment and the issuance of the final Letter of Appointment is subject to the following conditions:

- i. Actual production of Relieving letter or acceptance of resignation letter from your current employer
- ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in application form. Please refer to the annexure for the complete list of testimonials.

4 (a) Joining in the company is subject to generation of employee code. Mere submitting the Joining Kit does not entitle the status of employee of the company. On receiving the joining kit the documents are validated post which the decision of hiring with the company is taken. The candidate will be deemed to have not joined the company unless his/her employee code is generated and communicated by the company.

4(b) Candidates who have earlier worked with SBI Life will be considered as an instance of rehiring. Please note that rehiring in the company is subject to fulfilling certain specific criteria and approval of the Competent Authority to this effect. It is advised to bring it to the notice of the company in writing with regards to rehiring in the company if you have worked with SBI Life earlier before acceptance of this offer. Any instance of non compliance will be considered as a case of non disclosure of facts having a significant impact on decision with respect to hiring of a candidate. All such cases will be considered as a violation of code of conduct of the company and his/her continuation in the company will be solely at the discretion of the company.

5. Your offer and appointment is made basis the information furnished and representation made by you from time to time. The company and such persons/institution appointed by the company shall be entitled to conduct background verification and reference checks from all requisite sources to ascertain and establish the facts furnished by you. During the course of verification, there may be certain documents/facts/ proofs required to be produced from your side. Incase, you are not able to produce the same within stipulated time frame, the company reserves the right to put your salary on hold for such time till you submit the said documents. Incase of negative background verification, the company reserves the right to terminate your services and take such further action as deemed necessary in the interest of the company.

6. In such cases where you posses insurance agency code of another insurance company(ies), you are required to ensure that your code is deactivated and you submit the NOC from the concerned insurance company(ies) within 60 days of your joining SBI Life failing which SBI Life reserves the right to keep your salary on hold and take such action as deemed necessary which may also include termination of your services from SBI Life.

7. The company forbids hiring or holding employment of insurance agents whose agency code has been blacklisted. You are hereby advised to make sure the same before acceptance of this offer or else it will be considered as a violation of code of conduct and your continuation in the company will be solely at its discretion.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

10. For clarifications, please feel free to contact Krishnendu Ghorai at 8116683578 or e-mail at krishnendu.ghorai@sbilife.co.in.

11. Please acknowledge receipt of this offer by returning this duplicate copy to the official referred in the annexure, within 7 days from the date of this letter, duly signed and stating your date of joining which should not be later than 31/07/2023.

Yours faithfully,

Tania Chandra
AVP Human Resource

I, Karishma Khatun, have read the above terms and conditions and hereby accept the offer.

Expected Date of Joining:

Signature:

MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Karishma Khatun declare that;

- 1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

- 2) I suffer / have suffered from (tick whichever is applicable):

Hypertension	<input type="checkbox"/>
Pulmonary Disease	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>
Cancer	<input type="checkbox"/>
Rheumatic Joint Diseases or symptoms	<input type="checkbox"/>
Asthma	<input type="checkbox"/>
Mental Stress	<input type="checkbox"/>
Others (Please specify)	<input type="text"/>

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

(Signature of the candidate)

Date:

Place:

Annexure

The details of the official in-charge of you're joining formalities with necessary documents and testimonials required when you report to join *SBI Life* are given below. Please contact the concerned official with prior appointment for necessary advices and scrutiny of your documents:

Name: Lakshmi Narayan Ghosal (Area Manager)

Address: Baharampur

Contact No: 8145500704

List of documents: Please bear the following documents (**original & 2 set of photocopies each**) when you join *SBI Life Insurance*:

A. Education Qualifications:

1. SSC Mark sheet
2. HSC Mark sheet
3. Graduation Mark sheet & Certificate (**Mandatory**)
4. Post Graduation Mark sheet & Certificate (**If Any**) (**Mandatory**)
5. Any Other Additional Qualifications Certificate & Mark-sheet detailed during application

B. Work Experience Letters **From Previous Two Employers (Mandatory) as follows -**

1. Copy of Relieving letter or Resignation acceptance letter
2. Appointment letter / Offer letter, Experience letter, Employee no., Reporting Persons Name & Contact nos.
3. **NOC from prior Organisation in case of Insurance Advisors.**

C. Proof of Birth Identity & Address

PAN Card (**Mandatory**)

Passport / Driving License / or any other appropriate document issued by competent authority

D. Three Passport size colour photographs (**Mandatory**)

** Your Employee no. will be created by Human Resources on the day you report to work.*

** Once you join us, immediately open an Account with State Bank of India and advise your A/c No. to HR at the earliest.*



Offer: Computer Consultancy
Ref: TCSL/DT20229840514/Kolkata
Date: 20/04/2023

Mr. Md Kashif Khan
16/5Chouthai Kulhi, Jharia,
Near Urdu Primary Girls School,
Dhanbad-828111,
Jharkhand.
Tel# -

Dear Md Kashif Khan,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in the **TCS Digital (TCS Digital)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check

COMPENSATION AND BENEFITS

Basic Salary

You will be eligible for a basic salary of ₹15,000/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

House Rent Allowance (HRA)

Your HRA will be ₹7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

Personal Allowance

You will be eligible for a monthly personal allowance of ₹17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

RETENTION INCENTIVE

You are eligible for Retention Incentive of ₹70,000 payable to you on an annual basis. This component is in appreciation of continuity of service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.



XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.



Loans

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Relevant Experience

As per the recommendation of our management review panel, out of your total experience, 0.0 years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCSL (while in service with current employer) till the date of relieving from your current employment will be added to your total and relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

2. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of



your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

3. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

4. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

5. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory.

6. Working Hours

Your working hours are governed by applicable law. You may be required to work in

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shifts and/or over time depending upon the business exigencies as permitted by law.

7. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

8. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

9. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

10. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

11. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

12. Work in SBWS mode

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



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

13. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

14. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

15. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

16. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.



ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

17. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

18. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

19. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

20. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

21. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)



- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
 - Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
 - Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
 - Passport / Acknowledgement letter of passport application
 - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
 - 4 passport sized photographs
 - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
 - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - If you were employed, a formal Relieving letter & Experience letter from your previous employer
- The original documents will be returned to you after verification.

In addition to the above original documents, Please carry photocopies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

22. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very



seriously to enable you to add maximum value to your professional and personal growth.

23. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

24. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

25. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

26. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement



activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Md Kashif Khan
Designation	Systems Engineer
Institute Name	Aliah University, Kolkata

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Quarterly Variable Allowance*	3,100	37,200
3) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
4) City Allowance	400	4,800
TOTAL GROSS	51,844	7,00,022
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)



Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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

Date: January 24, 2023

Subject: Offer of Employment

Dear Md Meraj Khan,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure 1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. Your joining will be subject to your successful completion and clearance of the Pre-Joining Training and Assessment.

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same. We would like to update that all necessary documents need to be submitted with us during your joining stage.

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
VP - Human Resources

HDFC Life Insurance Company Limited

Corporate & Registered Office:

13th Floor, Lodha Excelus, Apollo Mills Compound,

N. M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

CIN: L65110MH2000PLC128245

+91 22 6751 6666

1860-267-9999

Available Mon-Sat from 10am to 7 pm (Local Charges apply)
DO NOT prefix any country code e.g. +91 or 00.

www.hdfclife.com



Annexure 1

Date: January 24, 2023
 Name: Md Meraj Khan
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	139,206
Bonus	26,832
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	10,000
Total Fixed Pay and Reimbursements	
	437,512
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	9,000
Fixed Cost to Company (FCTC)	
	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclaim: INR 200,000/- for self (dependents are covered after 6 months)

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Date: January 24, 2023

Subject: Offer of Employment

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We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same. We would like to update that all necessary documents need to be submitted with us during your joining stage.

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
VP - Human Resources

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Annexure 1

Date: January 24, 2023
 Name: Md Meraj Khan
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	139,206
Bonus	26,832
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	10,000
Total Fixed Pay and Reimbursements	437,512
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	9,000
Fixed Cost to Company (FCTC)	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclam: INR 200,000/- for self (dependents are covered after 6 months)

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www.hdfclife.com



Date: March 01, 2023

Subject: Offer of Employment

Dear Md Shadab,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure 1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. Your joining will be subject to your successful completion and clearance of the Pre-Joining Training and Assessment.

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same. We would like to update that all necessary documents need to be submitted with us during your joining stage.

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
VP - Human Resources

HDFC Life Insurance Company Limited


Corporate & Registered Office:

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 **+91 22 6751 6666**

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DO NOT prefix any country code e.g. +91 or 00.

 **www.hdfclife.com**



Annexure 1

Date: March 01, 2023
 Name: Md Shadab
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	139,206
Bonus	26,832
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	10,000
Total Fixed Pay and Reimbursements	437,512
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	9,000
Fixed Cost to Company (FCTC)	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclaim: INR 200,000/- for self (dependents are covered after 6 months)

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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 DO NOT prefix any country code e.g. +91 or 00.

www.hdfclife.com



Date: January 24, 2023

Subject: Offer of Employment

Dear Neha Parvin,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure 1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. Your joining will be subject to your successful completion and clearance of the Pre-Joining Training and Assessment.

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same. We would like to update that all necessary documents need to be submitted with us during your joining stage.

For & on behalf of
HDFC Life Insurance Company Limited



Sushil Chander
VP - Human Resources

HDFC Life Insurance Company Limited

Corporate & Registered Office:

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Annexure 1

Date: January 24, 2023
 Name: Neha Parvin
 Designation: Executive Trainee
 Band: 2

CTC STRUCTURE	
Components	Per Annum
(I) Fixed Pay	
Basic	142,500
House Rent Allowance	85,500
Other Allowance	139,206
Bonus	26,832
(II) Reimbursements	
LTA	11,875
Fuel	21,600
Mobile Handset	10,000
Total Fixed Pay and Reimbursements	437,512
(III) Retirals	
Provident Fund	21,600
Gratuity	6,888
(IV) Valued Benefits	
Group Insurance Benefit	9,000
Fixed Cost to Company (FCTC)	475,000

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 1,200,000/-
Mediclaim: INR 200,000/- for self (dependents are covered after 6 months)


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 **www.hdfclife.com**





7th January 2023

Sub: Offer of employment by Pin Click

Dear **Maqsood Alam**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”, *with effect from 20th February 2023*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as a Pin Click employee will be at the office **Bangalore** Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15 days notice period or 15 days salary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Maqsood Alam	
	Designation	Associate Property Advisor	
	Department	Sales	
	Date of Joining	20th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
B	Professional tax	200	2,400
	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
Benefits			
C	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license * 7 days of training period <p>(Rs 3000 Includes the fuel allowances in the above annexure and 500 Rs deduction for Mobile Bill)</p> <ul style="list-style-type: none"> ● Android Mobile Mandatory. ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. 			

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B.**

ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Maqsood Alam	
	Designation	Associate Property Advisor	
	Department	Sales	
	Date of Joining	20th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
B	Professional tax	200	2,400
	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
Benefits			
C	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Android phone & Two-wheeler is mandatory with valid driving license</p> <p>(3000 Includes the fuel allowances in the above annexure and 500 Rs deduction for Mobile Bill)</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. 			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

Selection Letter

Dear **Md Asif**,

We're jubilant to inform you that you've been selected at **HIKE EDUCATION PRIVATE LIMITED**.

Thank you for appearing in the campus placement drive held at your institute/university. We have completed all of our interviews.

We're delighted to inform you that we would like to **offer** you the **Business Development Manager** position. We believe and feel confident that your strong skills will contribute to the growth of our organization.

Your starting **salary annexure** is attached with this letter. Kindly be assured that the other details like **Date Of Joining & Location** will be shared with you in the **Letter Of Intent**.

Feel free to reach out to us either at hr@hikeedu.in or onboarding@hikeedu.in for any queries / suggestions or feedback.

NOTE: Your **Date of Joining** will depend upon your **liberation** from the **university / college**.

Thanks & Regards,

Human Resource Department

Hike Education Private Limited



Hike Education

Empowering Professionals

Annexure

Md Asif Ali

PARTICULARS	PROBATIONER	CONFIRMED
CTC (Annual)	582000	642000
BASIC	12500	15000
HRA	6250	7500
MEDICAL ALLOWANCE	1875	2250
TRANSPORT ALLOWANCE	1250	1500
SPECIAL ALLOWANCE	3125	3750
NET HOME INTAKE	25000	30000
DAILY TRAVEL REIMBURSEMENT (Rs.150/- per day * 30)	4500	4500
PERFORMANCE LINKED INCENTIVES (Payable on the basis of achievement of monthly targets)	15000	15000
MISCELLANEOUS INDUCEMENT (Payable on the basis of percentage achievement of monthly targets- min. 125%)	3000	3000
PUNCTUALITY BONUS (Payable on the basis of 100% attendance)	1000	1000
GROSS (Monthly)	48500	53500

Thanks & Regards,

Human Resource Department

Hike Education Private Limited



info@hikeedu.in
www.hikeeducation.com

Plot No. 880, 1st floor
Udyog Vihar Phase 5,
Gurugram- 122016



7th January 2023

Sub: Offer of employment by Pin Click

Dear **Md Irshad**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “**Property Advisor**”, with effect from **20th February 2023**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A.. Once the PPO is confirmed 5.16 LPA is applicable and attached herewith Annexure B.
2. Your initial posting as a Pin Click employee will be at our **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its
4. potential employees. Your job offer, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
5. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
6. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days’ notice period or 15 day’s salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
7. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
8. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
9. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

The details of your annual earnings are as **Annexure A**.

Page 1 of 4

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071.
Contact No : +91-8047-193000 website : www.pinclick.com
CIN No.U70102KA2015PTC084563

ANNEXURE A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
Employee Details	Name	Md Irshad	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	20th February 2023	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	5,940	71,280
	Subtotal I / Gross Pay	23,740	2,84,880
B (A-B)	Professional tax	200	2,400
	PF Employer	900	10,800
	Net Salary	22,640	2,71,680
Benefits			
C	PF Employee	900	10,800
	Gratuity	360	4,320
	Sub-Total II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*
<p>#NOTE: Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Android Phone & two-wheeler is mandatory with a valid driving license.</p> <p>*There will be 7 days of training period and an assessment then your payroll will start)</p> <p>*The above annexure includes 3000 rupees fuel allowances & 500 Rs deduction for mobile bill</p> <p>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</p>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed. We look forward to the opportunity of working with you at Pin Click

Manik Kinra

Founder & CEO

ANNEXURE B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
Employee Details	Name	Md Irshad	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	20th February 2023	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	7,139	85,668
	SubTotal I / Gross Pay	26,589	3,19,068
B (A-B)	Professional tax	200	2,400
	PF Employer	1,008	12,096
	Net Salary	25,381	3,04,572
Benefits			
C	PF Employee	1,008	12,096
	Gratuity	403	4,836
	SubTotal II	1,411	16,932
Total A + C	Cost to the Company	28,000	3,36,000
	Performance Enhanced Incentives	15,000*	1,80,000*
<p>#NOTE: Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>* Android phone & two-wheeler is mandatory with a valid driving license.</p> <p>*The above annexure includes 3000 rupees fuel allowances & 500 Rs deduction for mobile bill</p> <p>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</p>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click

Manik Kinra
Founder & CEO



LETTER OF INTENT

- A)** The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the company. The supervisory function shall be discharged by the employee with due regards to his/ her KRA's.
- B)** The employee shall at all times abide by the policies and practices of the company and comply with applicable laws.

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to conform to the terms and conditions set out above as well as other policies, procedures, instructions, etc. as may be communicated to me from time to time.

Name: _____ Today's Date: _____

Signature: _____ Anticipated Start Date: _____



2nd January 2023

Sub: Offer of employment by Pin Click

Dear **Md Meraj Khan**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Property Advisor**”, *with effect from 20th February 2023.*

The terms of our offer are as follows:

1. The details of your attached earnings are attached herewith as Annexure A.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such a clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15 days notice period or 15 days salary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, clients and partners.

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Md Meraj Khan	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	20th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	11,580	138,960
	House Rent Allowance	9,650	115,800
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	11,374	136,488
	Subtotal I / Gross Pay	36,654	4,39,848
B	Professional tax	200	2,400
	PF Employer	1,390	16,680
A-B	Net Salary	35,064	4,20,768
Benefits			
C	PF Employee	1,390	16,680
	Gratuity	556	6,672
	SubTotal II	1,946	23,352
Total A + C	Cost to the Company	38,600	4,63,200
	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> Android Phone and Two-wheeler is mandatory with a valid driving license. * The above annexure includes 3000 traveling allowances and 500 mobile bill deduction. <p>• Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</p>			

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



Letter of Intent

1. The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
2. The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



Letter of Intent-Final Placement

January 19, 2023

Dear Md Meraj khan,

We are pleased to make an offer to you with IndiaMART InterMESH Ltd. as follows:

Position-Executive–Client Acquisition

CTC- 3,30,000/-LPA

Location–Pan India

Your offer has been made based on the information furnished by you. However, if there is any discrepancy found during the antecedent check conducted by the Company or 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 & your appointment thereafter at any time.

Yours Sincerely,

Prerna Haleja

AVP-Human Resources



Documents required for issuing the offer letter

We request you to send the below listed documents at somya.mathur@indiamart.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

- 1) PAN Card(*Please apply if you do not possess one and share acknowledgement with us*)
- 2) Aadhar Card(*Please apply if you do not possess one and share acknowledgement with us*)
- 3) Valid Driving License and 2-Wheeler RC
- 4) 10thMarksheet
- 5) 12thMarksheet
- 6) All semester wise mark sheet for Graduation (in case of any backlog, please share all mark sheets)
- 7) All semester wise mark sheet for Post-Graduation
- 8) No Objection Certificate from College/Institute or Provisional Degree

Note: LOI have been shared to you basis of information shared by you at the time of interview, however if any discrepancy found during the document check/joining offer stand void

Should you have any queries, please feel free to contact Ms. Somya Mathur@9889065631

I accept the terms conditions of this offer

(Candidate's Signature)



SPECTRUM TALENT MANAGEMENT (P) LTD.

Name and Date



Letter of Intent-Final Placement

January 19, 2023

Dear Md Shahadat Hussain,

We are pleased to make an offer to you with IndiaMART InterMESH Ltd. as follows:

Position-Executive–Client Acquisition

CTC- 3,30,000/-LPA

Location–Pan India

Your offer has been made based on the information furnished by you. However, if there is any discrepancy found during the antecedent check conducted by the Company or 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 & your appointment thereafter at any time.

Yours Sincerely,

Prerna Haleja

AVP-Human Resources



Documents required for issuing the offer letter

We request you to send the below listed documents at somya.mathur@indiamart.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

- 1) PAN Card(*Please apply if you do not possess one and share acknowledgement with us*)
- 2) Aadhar Card(*Please apply if you do not possess one and share acknowledgement with us*)
- 3) Valid Driving License and 2-Wheeler RC
- 4) 10thMarksheet
- 5) 12thMarksheet
- 6) All semester wise mark sheet for Graduation (in case of any backlog, please share all mark sheets)
- 7) All semester wise mark sheet for Post-Graduation
- 8) No Objection Certificate from College/Institute or Provisional Degree

Note: LOI have been shared to you basis of information shared by you at the time of interview, however if any discrepancy found during the document check/joining offer stand void

Should you have any queries, please feel free to contact Ms. Somya Mathur@9889065631

I accept the terms conditions of this offer

(Candidate's Signature)



SPECTRUM TALENT MANAGEMENT (P) LTD.

Name and Date



IndiaMART InterMESH Ltd.

Assotech Business Cresterra, Plot No.22,
Tower 2, Floor No.6, Sector - 135, Noida,UP

Call Us: +91 - 9696969696

E: customercare@indiamart.com

Website: www.indiamart.com

Letter of Intent-Final Placement

Date: January 19, 2023

Dear Md Shahid,

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

Position-Executive–Client Servicing (FSF)

CTC- 4,00,000/-LPA

Location–Pan India

An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

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

Yours Sincerely

Prerna Haleja

A handwritten signature in blue ink that reads 'Prerna Haleja'.

AVP-Human Resources



IndiaMART InterMESH Ltd.

Assotech Business Cresterra, Plot No.22,
Tower 2, Floor No.6, Sector - 135, Noida,UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Documents required for issuing the offer letter

We request you to send the below listed documents at somya.mathur@indiamart.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card(*Please apply if you do not possess one and share acknowledgement with us*)
2. Aadhar Card (*Please apply if you do not possess one and share acknowledgement with us*)
3. Valid Driving License and 2-Wheeler RC
4. 10thMarksheet
5. 12thMarksheet
6. All semester wise marksheet for Graduation (*in case of any backlog, please share all marksheets*)
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Note: LOI have been shared to you basis of information shared by you at the time of interview, however if any discrepancy found during the document check/joining offer stand void

Should you have any queries, please feel free to contact Ms. Somya Mathur@9889065631.

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date



7th January 2023

Sub: Offer of employment by Pin Click

Dear **Md.Tousif Raza**,

Congratulations and we are very pleased to extend an offer to you to join Pin Click as “**Property Advisor**”, with effect from **20th February 2023**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A.. Once the PPO is confirmed 5.16 LPA is applicable and attached herewith Annexure B.
2. Your initial posting as a Pin Click employee will be at our **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all of its
4. potential employees. Your job offer, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
5. You will be in probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
6. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us for reasonable cause, at any time with 15 days' notice period or 15 day's salary in lieu thereof. The Company will, however, decide on the treatment and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
7. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
8. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
9. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

The details of your annual earnings are as **Annexure A**.

Page 1 of 4

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071.
Contact No : +91-8047-193000 website : www.pinclick.com
CIN No.U70102KA2015PTC084563

ANNEXURE A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
Employee Details	Name	Md.Tousif Raza	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	20th February 2023	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	5,940	71,280
	Subtotal I / Gross Pay	23,740	2,84,880
B (A-B)	Professional tax	200	2,400
	PF Employer	900	10,800
	Net Salary	22,640	2,71,680
Benefits			
C	PF Employee	900	10,800
	Gratuity	360	4,320
	Sub-Total II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*
<p>#NOTE: Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Android Phone & two-wheeler is mandatory with a valid driving license.</p> <p>*There will be 7 days of training period and an assessment then your payroll will start)</p> <p>*The above annexure includes 3000 rupees fuel allowances & 500 Rs deduction for mobile bill</p> <p>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</p>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed. We look forward to the opportunity of working with you at Pin Click

Manik Kinra

Founder & CEO

ANNEXURE B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
Employee Details	Name	Md.Tousif Raza	
	Designation	Property Advisor	
	Department	Sales	
	Date of Joining	20th February 2023	
	C & B CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	8,400	1,00,800
	House Rent Allowance	7,000	84,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	7,139	85,668
	SubTotal I / Gross Pay	26,589	3,19,068
B (A-B)	Professional tax	200	2,400
	PF Employer	1,008	12,096
	Net Salary	25,381	3,04,572
Benefits			
C	PF Employee	1,008	12,096
	Gratuity	403	4,836
	SubTotal II	1,411	16,932
Total A + C	Cost to the Company	28,000	3,36,000
	Performance Enhanced Incentives	15,000*	1,80,000*
<p>#NOTE: Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>* Android phone & two-wheeler is mandatory with a valid driving license.</p> <p>*The above annexure includes 3000 rupees fuel allowances & 500 Rs deduction for mobile bill</p> <p>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</p>			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click

Manik Kinra
Founder & CEO



LETTER OF INTENT

- A)** The employee shall manage the day-to-day affairs of the Company and shall supervise the office staff and any other employees of the company. The supervisory function shall be discharged by the employee with due regards to his/ her KRA's.
- B)** The employee shall at all times abide by the policies and practices of the company and comply with applicable laws.

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to conform to the terms and conditions set out above as well as other policies, procedures, instructions, etc. as may be communicated to me from time to time.

Name: _____ Today's Date: _____

Signature: _____ Anticipated Start Date: _____



7th January 2023

Sub: Offer of employment by Pin Click

Dear **Mohd Shumaim Siddique**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”, *with effect from 20th February 2023*

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as a Pin Click employee will be at the office **Bangalore** Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15 days notice period or 15 days salary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Mohd Shumaim Siddique	
	Designation	Associate Property Advisor	
	Department	Sales	
	Date of Joining	20th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
B	Professional tax	200	2,400
	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
Benefits			
C	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license * 7 days of training period <p>(Rs 3000 Includes the fuel allowances in the above annexure and 500 Rs deduction for Mobile Bill)</p> <ul style="list-style-type: none"> ● Android Mobile Mandatory. ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. 			

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B.**

ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Mohd Shumaim Siddique	
	Designation	Associate Property Advisor	
	Department	Sales	
	Date of Joining	20th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
B	Professional tax	200	2,400
	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
Benefits			
C	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Android phone & Two-wheeler is mandatory with valid driving license</p> <p>(3000 Includes the fuel allowances in the above annexure and 500 Rs deduction for Mobile Bill)</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. 			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

Ref: PGT/HR/LOI/AA/23-24/00049

Date: 14th June 2023

To,
Mr Arshad Ali
Sitgaon, Barsoighat
Katihar, Bihar
Pin code – 854317
West Bengal, India
Phone Number - 9546253098

Subject: Offer of employment in Patel G Tech LLP

Dear Mr Ali,

Referred to your interview with us dated 8th June 2023, we are pleased to offer you an opportunity to join our team in Patel G Tech LLP.

You have been selected to join Patel's on 19th June 2023, as “**Trainee Executive - XML & HTML**” with gross monthly emoluments of:

- Rs.3,000 INR will be paid as Training Period Allowance for a period of 15 working days from the date of your joining.
- Post successful completion of training, your monthly emolument will be of Rs.9,000 INR.
- Night Shift allowance of Rs.1,000 INR (only after a continuous 2 weeks of night shift).
- Your place of Posting will be at Kolkata.

Your employment is subject to the satisfactory completion of a probationary period of Three (03) months. You will be provided with adequate guidance to get yourself acclimatized to Patel's operational style. Depending on your performance review, the Probation Period can extend to a maximum period of Six (06) months.

During your employment either party may terminate this agreement by providing written notice of 1 month (or payment in lieu of notice) to the other party.

However, Employer may terminate this agreement by notice effective immediately without payment where you have committed an act of willful or serious misconduct, or are significantly neglectful of your duties or are in breach of this agreement.

PATEL G TECH LLP

Working days: Monday to Sunday (one day weekly off).

Working hours: You will be assigned any shift of 9 hours 30 minutes based on the organization's requirements.

*Note: If you are asked to work on Sunday or any other Public Holiday, then you will be either granted leave on any other working day of the week or extra salary for 1 day will be credited to your bank account at the end of the month.

I, on behalf of the rest of the team members, welcome you to a challenging, bright and prosperous career with Patel G Tech LLP.

Thanking You
For Patel G Tech LLP.,

Shispiya Deb Roy.



Shispiya Deb Roy

(Human Resources)

Ref: PGT/HR/LOI/MR/23-24/00051

Date: 14th June 2023

To,
Mr MD Moshidur Rahman
Joyrampur Mondalpara, Jangipur
Raghunathganj, Murshidabad
Pin code – 742213
West Bengal, India
Phone Number - 7679105147

Subject: Offer of employment in Patel G Tech LLP

Dear Mr Rahman,

Referred to your interview with us dated 8th June 2023, we are pleased to offer you an opportunity to join our team in Patel G Tech LLP.

You have been selected to join Patel's on 19th June 2023, as “**Trainee Executive - XML & HTML**” with gross monthly emoluments of:

- Rs.3,000 INR will be paid as Training Period Allowance for a period of 15 working days from the date of your joining.
- Post successful completion of training, your monthly emolument will be of Rs.9,000 INR.
- Night Shift allowance of Rs.1,000 INR (only after a continuous 2 weeks of night shift).
- Your place of Posting will be at Kolkata.

Your employment is subject to the satisfactory completion of a probationary period of Three (03) months. You will be provided with adequate guidance to get yourself acclimatized to Patel's operational style. Depending on your performance review, the Probation Period can extend to a maximum period of Six (06) months.

During your employment either party may terminate this agreement by providing written notice of 1 month (or payment in lieu of notice) to the other party.

However, Employer may terminate this agreement by notice effective immediately without payment where you have committed an act of willful or serious misconduct, or are significantly neglectful of your duties or are in breach of this agreement.

PATEL G TECH LLP

Working days: Monday to Sunday (one day weekly off).

Working hours: You will be assigned any shift of 9 hours 30 minutes based on the organization's requirements.

*Note: If you are asked to work on Sunday or any other Public Holiday, then you will be either granted leave on any other working day of the week or extra salary for 1 day will be credited to your bank account at the end of the month.

I, on behalf of the rest of the team members, welcome you to a challenging, bright and prosperous career with Patel G Tech LLP.

Thanking You
For Patel G Tech LLP.,

Shispiya Deb Roy



Shispiya Deb Roy

(Human Resources)

Ref: PGT/HR/LOI/MR/23-24/00052

Date: 14th June 2023

To,
Mr Mostafijur Rahman
Boguladaha, Haripur
Pukhuria, Malda
Pin code – 732102
West Bengal, India
Phone Number - 8538061476

Subject: Offer of employment in Patel G Tech LLP

Dear Mr Rahman,

Referred to your interview with us dated 8th June 2023, we are pleased to offer you an opportunity to join our team in Patel G Tech LLP.

You have been selected to join Patel's on 19th June 2023, as “**Trainee Executive - XML & HTML**” with gross monthly emoluments of:

- Rs.3,000 INR will be paid as Training Period Allowance for a period of 15 working days from the date of your joining.
- Post successful completion of training, your monthly emolument will be of Rs.9,000 INR.
- Night Shift allowance of Rs.1,000 INR (only after a continuous 2 weeks of night shift).
- Your place of Posting will be at Kolkata.

Your employment is subject to the satisfactory completion of a probationary period of Three (03) months. You will be provided with adequate guidance to get yourself acclimatized to Patel's operational style. Depending on your performance review, the Probation Period can extend to a maximum period of Six (06) months.

During your employment either party may terminate this agreement by providing written notice of 1 month (or payment in lieu of notice) to the other party.

However, Employer may terminate this agreement by notice effective immediately without payment where you have committed an act of willful or serious misconduct, or are significantly neglectful of your duties or are in breach of this agreement.

PATEL G TECH LLP

Working days: Monday to Sunday (one day weekly off).

Working hours: You will be assigned any shift of 9 hours 30 minutes based on the organization's requirements.

*Note: If you are asked to work on Sunday or any other Public Holiday, then you will be either granted leave on any other working day of the week or extra salary for 1 day will be credited to your bank account at the end of the month.

I, on behalf of the rest of the team members, welcome you to a challenging, bright and prosperous career with Patel G Tech LLP.

Thanking You
For Patel G Tech LLP.,

Shispiya Deb Roy.



Shispiya Deb Roy

(Human Resources)

September 13, 2022

Mr. Md Masauwer Faizi,
Kanhaibari, PO. Bishanpur,
Dist. Kishanganj, Bihar 855101

Dear Mr. Masauwer,

1. We refer to the discussion you had with us and have pleasure in offering you the role of "**Software Developer Trainee**" in the permanent roles of our organization **at Kolkata** on or before **19th September 2022** with effect from the date of your reporting for duties on the terms and conditions as specified in this letter.
2. Effective the date of your reporting for duties, you will be eligible for salary, allowances mentioned below
 - **Joining Salary Rs 3,50,000 Per Annum including Rs 10,000 as Broadband allowance.**
 - **You will be working dedicatedly for our client ChikPea Inc., USA**
 - **Employee will be under Provision Period for 3 months.**
 - **If Employee leaves before One Year after probation period, then he has to return Two months' salary**
3. Your attention is specifically drawn to the points listed herein below, regarding your emoluments, etc.:
 - (a) Salary reviews and re-fitments will always be subject to the schedules as may be implemented by the Company from time to time.
 - (b) Please note that the salary structure of the Company may be altered / modified at any time without prior notice and your package of 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.
 - (c) Your remuneration package is strictly confidential between you and the Company and should not be discussed with any one nor divulged to anyone in any manner whatsoever.
 - (d) In the event of termination of services by either party, the applicable notice period will be **three months**.

BANERJZ TECHNOLOGY SOLUTIONS PVT LTD (CIN:- U72900WB2021PTC245626)

Corporate Office: Unit 504, Ambuja EcoCenter, Bidhannagar, Kolkata 700091

Regd. Off:- Raipur Via Maheshtala, Mukherjee Gate, Near Rani Decorators, Kolkata-700141, West Bengal

Web: www.banerjz.com | Mob/whatsapp: 9748679676 | Email: info@banerjz.com

BANERJZ

- (e) 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 General Terms and Conditions of Employment in force at that point in time, subject to the satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
4. Please bring along the below listed documents / details on your day of joining.
- a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C) (Two Copies)
 - b) Original Academic Certificates (all from 10th to Highest)
 - c) Pan Card (Two Copies)
5. Non Disclosure Agreement exclusive to Chickpea Inc. Same to be followed for the for BANERJZ as well:
- (a) During your employment with the Company, you will, at all times, observe secrecy in respect of any technical, trade or business data, customers' names/business details or any other information that might come to your knowledge or possession, which according to the Company are necessarily confidential and form valuable property of the Company. You shall not disclose nor cause the disclosure of any such data in any manner whatsoever. You will also be responsible for protection and furtherance of the Company's best interests at all times, including after you cease to be on the Company's rolls. In addition, in the event of your leaving the Company's services, you are expected not to take up employment or enter into any type of business/commercial association with any of the Company's clients or their associates, for a period of two years from the date of cessation of employment. You have to safeguard ChikPea Inc and its customers Intellectual Property Rights and confidential information even after termination of your employment or business relationship with ChikPea Inc.
- (b) All software, systems, ideas, concept, designs, documentation or any other material produced by the employee during the period of his / her assignment to ChikPea Inc will either be Intellectual Property of ChikPea Inc or that of its Customers. The employee will not have any rights to such material described as above.
- (c) During your employment with the company you will comply with the provisions of the Information Security Policies and Procedures of ChikPea Inc at all times and which shall extend beyond the normal working hours, whether inside or outside the office premises. You will also classify & manage all data under your control & ownership as per company's policies. Non-conformation with the Information security policies & procedures, copying software & other proprietary material in use or stored at ChikPea Inc & non-compliance with various legal & contractual requirements pertaining to protection of personal data will be viewed very seriously and will attract strict disciplinary action as per the disciplinary procedures of ChikPea Inc.
- (d) You are required by the Company rules not to undertake any employment or enter into any other type of association, even on part-time basis whether for any consideration or not. Non-compliance of this will lead to termination of your

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Corporate Office: Unit 504, Ambuja EcoCenter, Bidhannagar, Kolkata 700091

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Web: www.banerjz.com | Mob/whatsapp: 9748679676 | Email: info@banerjz.com

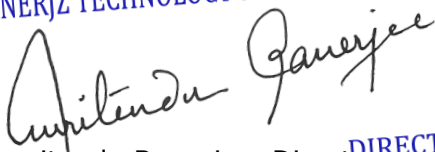
BANERJZ

services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination/ resignation by you of your services without the required notice having been given.

6. The working hours applicable to you will be the same as are observed depending upon your place of posting and as amended from time to time. Further, you should be prepared to work on any shift, as may be warranted by the Company's/Client's work requirements.
7. Your normal hours of work are from 1000 hrs to 1830 hrs Monday to Friday inclusive, with a half-hour lunch break. This accounts for 40 hours of minimum effective work per week. Depending on project contingencies, working hours for specific employees or groups of employees may be modified / altered from time to time. As per your Job Role you might have to work in US time shift where you have to work night shift in IST.
8. You are entitled to 10 working days' total leave inclusive of casual and sick leave in each leave year, in addition to the public holidays published by the Company, to be taken at such times as agreed with the Company.

For BANERJZ. (also referred as „company“ above)

BANERJZ TECHNOLOGY SOLUTIONS PVT. LTD.



Amritendu Banerjee, Director

Date: 13/09/2022

DIRECTOR.

I fully agree to the terms set forth above and accept this Letter of Appointment

Name: (also referred as „you“ or „employee“) : _____

Signature:

Date:

N.B: Please sign on all Pages.

BANERJZ TECHNOLOGY SOLUTIONS PVT LTD (CIN:- U72900WB2021PTC245626)

Corporate Office: Unit 504, Ambuja EcoCenter, Bidhannagar, Kolkata 700091

Regd. Off:- Raipur Via Maheshtala, Mukherjee Gate, Near Rani Decorators, Kolkata-700141, West Bengal

Web: www.banerjz.com | Mob/whatsapp: 9748679676 | Email: info@banerjz.com

Offer For Software Engineer Trainee

January 24, 2023

Mr. Aslam Parvej
Vill: Rampura
Raghunathganj
P.O: Rajput Teghari
Dist: Mursidabad
West Bengal, Pin:742213.

Dear Mr. Parvej,

This has reference to your interview in our Sector V office on January 20 ,2023. We are pleased to select you for the Software Engineer Trainee position. We will train you on our product IKON and how to implement customer requirements on the platform. The duration of the training will be 6 months. On successful completion of the training, you will become a Software Engineer Level 1.

Date of Joining: February 13, 2023.

Stipend during Training: You will be paid monthly stipend of ₹ 12000 (Rupees Twelve Thousand) towards commuting and other expenses payable at the end of the month. The company will deduct applicable Professional Tax from the stipend.

Monthly Salary as Software Engineer Level 1: ₹ 30000.00 - ₹ 40000.00 CTC depending on performance during training.

Leave: You will be eligible for 1 day leave for every month during the tenure of your training.

1. You will be required to maintain utmost secrecy in respect of Product documents, Commercial offer, Design documents, Technology, Software packages license, Company's policies, Company's Patents & Trademark and Company's Human assets profile.
2. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

Dibyankree Bhattacharya



4. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
5. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Please confirm your acceptance by mail.

Dibyashree Bhattacharyya

Dibyashree Bhattacharyya
Sr. HR Executive



I accept the above terms and conditions.

Aslam Parvej

Date: 03/08/23

Name: Avijit Rana

Address: Puilya, P/O- Unsani, P/S- Jagaha, Dist. – Howrah West Bengal, 711302

Apprentice Offer Letter

Dear Candidate,

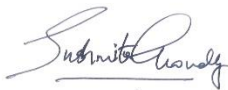
Further to your application for Apprenticeship/ Training with us and the subsequent campus selection process, we are happy to induct you into the Company as '**Apprentice Trainee Engineer**'.

- a) The base location of your initial reporting will be **Durgapur, West Bengal** and the date of your joining will be **1st September 2023**.
- b) You will be entitled to a monthly stipend of Rs. 20,000/- (Rupees Twenty Thousand only).
- c) Upon your joining, you are expected to enter into an agreement, which details the scope, terms, and conditions of your Apprenticeship/Training, the necessary training and the contractual obligation will be with Pinnacle Infotech Solutions. The continuation of your apprenticeship training will be subject to the clearance if your graduation and submission of the records within the 3(three) months of your training. No backlogs will be taken into consideration thereof. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.
- d) On successful completion of your Apprenticeship of 1(one) year with the company you will be absorbed as a permanent employee with Pinnacle Infotech Solutions subject to the terms and conditions as per company policies.
- e) The Company solely reserves the right to make any further changes to the date of joining.
- f) Your Apprenticeship with us will be governed by the rules, regulations, and policies of the Company and as contemplated in the Apprenticeship Act 1961.

We request you to please sign this letter as acceptance of the offer and mail the signed scanned copy to us within 2(two) days. Also, please carry a signed copy of the offer letter on the day of your joining as an authenticating identity document.

Welcome to Pinnacle Infotech Solutions.

Regards,



DGM - HR

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

Date & Location:

Signature:

Annexure to Apprenticeship Offer as Trainee Engineer

Presented here are the details that refer to our offer of Apprenticeship to you as a Trainee.

1. Apprenticeship Period:

You will be on Apprenticeship for a period of one year from the date you are registered at <http://www.mhrdnats.gov.in>. Upon successful completion of your Apprenticeship of one year, and with proper maintenance of the Company's Code of Conduct and Policies, Company may offer you employment in a suitable position.

During the 1(one) year of the training period, the 1st 3 months will be classroom training followed by 9 months of on-job training in the respective trade.

During your Apprenticeship, you are expected to give your full effort to complete your Training successfully. During the initial period of your Training, you will be undergoing Examinations, both Practical as well as Online, the cut-off mark of which is 60%. Upon failure to secure 60% on the first chance in any of the Exams, you will be given another opportunity, failing which, your Apprenticeship will be terminated by the Company.

In case of violation of the Code of Conduct or Policies of the Company, Company may terminate your Apprenticeship with immediate effect.

2. Surety Deposit:

On the day of your onboarding the Company for apprenticeship/training, you will be required to execute a retention undertaking for a period of two years and deposit INR 50,000/- (Rupees Fifty Thousand only) as surety amount through Demand Draft payable to 'Pinnacle Infotech Solutions'. The said amount is required to meet your Training expenses and provide infrastructural facilities. The said amount is refundable only if you decide to leave within 15 days of your joining, or after your successful completion of an Apprenticeship of one year and plus, thereafter, one year of employment i.e. Two years from the date of joining Pinnacle Infotech Solutions.

In case of Resignations, drop out and long absence and Termination on grounds of non-performance and disciplinary issues, the said surety amount is non-refundable.

3. Leave:

You will be entitled to 15(fifteen) days of annual leave during a 1-year training period and this will be not carried forward.

4. Increments And Promotions:

There will be no Increment or Promotion during your Apprenticeship period of one year. You will be entitled to a monthly stipend of Rs 20,000/- and no other kind of statutory benefits for this period.

5. Notice Period:

If the contract of apprenticeship is terminated through the failure on the part of the apprentice on the grounds of unsatisfactory performance, the training cost of an amount equivalent to his/her three months' last drawn stipend shall be made recoverable from a such apprentice. During such conditions, the contract will be terminated with 1(one) day notice thereof and the stipend will be considered only up to the end of the previous month.

In the event of you having any incomplete assignment, the Company may decide to relieve you only at the end of the completion of the said assignment. In case of disciplinary grounds, no stipend will be paid if you drop out or stop attending apprenticeship/training.

6. Employment Agreement:

After successful completion of your Apprenticeship, you will undertake an Agreement on the laid down terms and conditions for permanent employment with Pinnacle Infotech Solutions.

7. Conduct:

During the course of your training, you will carry out all directories and instructions issued to you by the Company, its officers, and representatives. You will have to carry out your duties and obligations diligently and faithfully. The course and manner of your training will be decided solely by the Company at its discretion, and you may be required to work, as part of your training, in any of the Departments/offices of the company and/or its units situated anywhere in India.

8. Covenants:

a) Confidentiality:

- i. You are to devote your whole time, and attention in the training and learning modules imparted by the Company.

Without assignment/permission by the company, you are not allowed to divulge, discuss, pass any information to anybody, or remove any documents such as plans, drawings, etc. from the company's premises.
- ii. Please note that staying away from duty without sanctioned leave shall be construed as unauthorized absence and would be strictly dealt with. In such an event, the Company shall be at liberty to remove the name of the employee from the Company forthwith, without giving notice.
- iii. In the event of any information given by you in your application, on the basis of which this offer is made, is found to be false, incorrect or incomplete or any material information is concealed it will render you liable to be dismissed from the company's service without any notice.
- iv. Your services are liable to be terminated without notice or compensation in lieu thereof in case you are found indulging in activities detrimental to the interest of the company.

b) Proprietary Rights of the Company:

You shall not deliver, reproduce or in any way allow such documents or things to be delivered or used or caused to be used by any third party without specific direction or consent of the Company.


9. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Pinnacle Infotech Solutions. 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.

Breach on your part of any terms and conditions of this contract and any other rules made applicable to you in respect of your employment with us will entail termination of your employment without notice.

We look forward to welcoming you

Yours sincerely,
For Pinnacle Infotech Solutions



Sushmita Choudhury
(Deputy General Manager - HR)

SKILLISH 23-176

28/04/2023

Attach / Paste
Your Photo Here

Dear **SAQUIB SUHAIL**,

Further to your recent interview, we are pleased to offer you the following employment as **Business Development Trainee** with Skillish, with a commencement date of **01/06/2023**. Please report to the undersigned on **01/06/2023** at our office located based on the terms and conditions stated herein. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

You will be under 10 days of unpaid training from **01/06/2023 to 10/06/2023**

On the Job Training Start Date: **11/06/2023**

On the Job Training End Date: **11/12/2023**

COMPENSATION DURING PROBATION/ INTERNSHIP:

Stipend : **INR 15000** Per Month + **INR 8000** as incentives

Target : **180000 INR** per month.

We request you to send the copy of this letter to TO: hr.ridhambansal@skillish.in and CC: hr@skillish.in along With the documents mentioned in Annexure.

If we do not receive the above-mentioned documents in token of acceptance from you within 5 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Skillish, and will report on or before 01/06/2023.

SIGNATURE: _____
(Candidate's Signature)

DATE:

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training/Internship.

Location: Gurugram (as communicated by HRD).

POST PROBATION / INTERNSHIP PACKAGE: (Based on Performance during Probation/Internship)

Salary Range: **4 LPA + 2 LPA** Incentive (Performance based)

ANNEXURE

SL.No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> • 10th standard or equivalent examination • 12th standard or equivalent examination • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOUR SCANNED COPY OF YOUR: <ul style="list-style-type: none"> • Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving License Scanned Copy.
4.	Bank Account Details: <ul style="list-style-type: none"> • Bank Passbook First Page • Bank Name, Your Name as per Bank records, Account Number, IFSC Code

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- During the training period you will not receive any of the employee benefits that regular employees receive.

- The company reserves all the right to terminate your employment at any time without providing any reasons or notice.
- At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or will have to pay a compensation equal to 1 month Stipend.
- You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
- The original documents you provided will be returned back after completion of background verification. Anytime you wish to take back the original documents due to any reasons between your training period, you are required to submit a valid replacement document which is approved by HR.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance-based pre-placement offers by the company and the package may vary depending on the candidate performance during their probation / employment.

SIGNATURE: DATE: _____
(Candidate's Signature)

DATE:

Aadhar Number: _____

PAN Number: _____

Beneficiary Name: _____

Bank Name: _____

IFSC code: _____

Account no: _____

SKILLISH 23-175

28/04/2023

Dear **MD ASIF ALI**,

Attach / Paste
Your Photo Here

Further to your recent interview, we are pleased to offer you the following employment as **Business Development Trainee** with Skillish, with a commencement date of **01/06/2023**. Please report to the undersigned on **01/06/2023** at our office located based on the terms and conditions stated herein. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

You will be under 10 days of unpaid training from **01/06/2023 to 10/06/2023**

On the Job Training Start Date: **11/06/2023**

On the Job Training End Date: **11/12/2023**

COMPENSATION DURING PROBATION/ INTERNSHIP:

Stipend : **INR 15000** Per Month + **INR 8000** as incentives

Target : **180000 INR** per month.

We request you to send the copy of this letter to TO: hr.ridhambansal@skillish.in and CC: hr@skillish.in along With the documents mentioned in Annexure.

If we do not receive the above-mentioned documents in token of acceptance from you within 5 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Skillish, and will report on or before 01/06/2023.

SIGNATURE: _____
(Candidate's Signature)

DATE:

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training/Internship.

Location: Gurugram (as communicated by HRD).

POST PROBATION / INTERNSHIP PACKAGE: (Based on Performance during Probation/Internship)

Salary Range: **4 LPA + 2 LPA** Incentive (Performance based)

ANNEXURE

SL.No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> • 10th standard or equivalent examination • 12th standard or equivalent examination • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOUR SCANNED COPY OF YOUR: <ul style="list-style-type: none"> • Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving License Scanned Copy.
4.	Bank Account Details: <ul style="list-style-type: none"> • Bank Passbook First Page • Bank Name, Your Name as per Bank records, Account Number, IFSC Code

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- During the training period you will not receive any of the employee benefits that regular employees receive.

- The company reserves all the right to terminate your employment at any time without providing any reasons or notice.
- At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or will have to pay a compensation equal to 1 month Stipend.
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- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance-based pre-placement offers by the company and the package may vary depending on the candidate performance during their probation / employment.

SIGNATURE: DATE: _____
(Candidate's Signature)

DATE:

Aadhar Number: _____

PAN Number: _____

Beneficiary Name: _____

Bank Name: _____

IFSC code: _____

Account no: _____

SKILLISH 23-172

28/04/2023

Dear **Habibur Rahaman**,

Attach / Paste
Your Photo Here

Further to your recent interview, we are pleased to offer you the following employment as **Business Development Trainee** with Skillish, with a commencement date of **01/06/2023**. Please report to the undersigned on **01/06/2023** at our office located based on the terms and conditions stated herein. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

You will be under 10 days of unpaid training from **01/06/2023 to 10/06/2023**

On the Job Training Start Date: **11/06/2023**

On the Job Training End Date: **11/12/2023**

COMPENSATION DURING PROBATION/ INTERNSHIP:

Stipend : **INR 15000** Per Month + **INR 8000** as incentives

Target : **180000 INR** per month.

We request you to send the copy of this letter to TO: hr.ridhambansal@skillish.in and CC: hr@skillish.in along With the documents mentioned in Annexure.

If we do not receive the above-mentioned documents in token of acceptance from you within 5 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Skillish, and will report on or before 01/06/2023.

SIGNATURE: _____
(Candidate's Signature)

DATE:

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training/Internship.

Location: Gurugram (as communicated by HRD).

POST PROBATION / INTERNSHIP PACKAGE: (Based on Performance during Probation/Internship)

Salary Range: **4 LPA + 2 LPA** Incentive (Performance based)

ANNEXURE

SL.No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> • 10th standard or equivalent examination • 12th standard or equivalent examination • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOUR SCANNED COPY OF YOUR: <ul style="list-style-type: none"> • Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving License Scanned Copy.
4.	Bank Account Details: <ul style="list-style-type: none"> • Bank Passbook First Page • Bank Name, Your Name as per Bank records, Account Number, IFSC Code

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- During the training period you will not receive any of the employee benefits that regular employees receive.

- The company reserves all the right to terminate your employment at any time without providing any reasons or notice.
- At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or will have to pay a compensation equal to 1 month Stipend.
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- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance-based pre-placement offers by the company and the package may vary depending on the candidate performance during their probation / employment.

SIGNATURE: DATE: _____
(Candidate's Signature)

DATE:

Aadhar Number: _____

PAN Number: _____

Beneficiary Name: _____

Bank Name: _____

IFSC code: _____

Account no: _____

SKILLISH 23-171

28/04/2023

Attach / Paste
Your Photo Here

Dear **ABID HASAN,**

Further to your recent interview, we are pleased to offer you the following employment as **Business Development Trainee** with Skillish, with a commencement date of **01/06/2023**. Please report to the undersigned on **01/06/2023** at our office located based on the terms and conditions stated herein. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

You will be under 10 days of unpaid training from **01/06/2023 to 10/06/2023**

On the Job Training Start Date: **11/06/2023**

On the Job Training End Date: **11/12/2023**

COMPENSATION DURING PROBATION/ INTERNSHIP:

Stipend : **INR 15000** Per Month + **INR 8000** as incentives

Target : **180000 INR** per month.

We request you to send the copy of this letter to TO: hr.ridhambansal@skillish.in and CC: hr@skillish.in along With the documents mentioned in Annexure.

If we do not receive the above-mentioned documents in token of acceptance from you within 5 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Skillish, and will report on or before 01/06/2023.

SIGNATURE: _____
(Candidate's Signature)

DATE:

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training/Internship.

Location: Gurugram (as communicated by HRD).

POST PROBATION / INTERNSHIP PACKAGE: (Based on Performance during Probation/Internship)

Salary Range: **4 LPA + 2 LPA** Incentive (Performance based)

ANNEXURE

SL.No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> • 10th standard or equivalent examination • 12th standard or equivalent examination • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOUR SCANNED COPY OF YOUR: <ul style="list-style-type: none"> • Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving License Scanned Copy.
4.	Bank Account Details: <ul style="list-style-type: none"> • Bank Passbook First Page • Bank Name, Your Name as per Bank records, Account Number, IFSC Code

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- During the training period you will not receive any of the employee benefits that regular employees receive.

- The company reserves all the right to terminate your employment at any time without providing any reasons or notice.
- At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or will have to pay a compensation equal to 1 month Stipend.
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- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance-based pre-placement offers by the company and the package may vary depending on the candidate performance during their probation / employment.

SIGNATURE: DATE: _____
(Candidate's Signature)

DATE:

Aadhar Number: _____

PAN Number: _____

Beneficiary Name: _____

Bank Name: _____

IFSC code: _____

Account no: _____

SKILLISH 23-168

28/04/2023

Attach / Paste
Your Photo Here

Dear **Saddam Hussain** ,

Further to your recent interview, we are pleased to offer you the following employment as **Business Development Trainee** with Skillish, with a commencement date of **01/06/2023**. Please report to the undersigned on **01/06/2023** at our office located based on the terms and conditions stated herein. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

You will be under 10 days of unpaid training from **01/06/2023 to 10/06/2023**

On the Job Training Start Date: **11/06/2023**

On the Job Training End Date: **11/12/2023**

COMPENSATION DURING PROBATION/ INTERNSHIP:

Stipend : **INR 15000** Per Month + **INR 8000** as incentives

Target : **180000 INR** per month.

We request you to send the copy of this letter to TO: hr.ridhambansal@skillish.in and CC: hr@skillish.in along With the documents mentioned in Annexure.

If we do not receive the above-mentioned documents in token of acceptance from you within 5 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Skillish, and will report on or before 01/06/2023.

SIGNATURE: _____
(Candidate's Signature)

DATE:

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training/Internship.

Location: Gurugram (as communicated by HRD).

POST PROBATION / INTERNSHIP PACKAGE: (Based on Performance during Probation/Internship)

Salary Range: **4 LPA + 2 LPA** Incentive (Performance based)

ANNEXURE

SL.No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> • 10th standard or equivalent examination • 12th standard or equivalent examination • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOUR SCANNED COPY OF YOUR: <ul style="list-style-type: none"> • Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving License Scanned Copy.
4.	Bank Account Details: <ul style="list-style-type: none"> • Bank Passbook First Page • Bank Name, Your Name as per Bank records, Account Number, IFSC Code

Training Policy

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- During the training period you will not receive any of the employee benefits that regular employees receive.

- The company reserves all the right to terminate your employment at any time without providing any reasons or notice.
- At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or will have to pay a compensation equal to 1 month Stipend.
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- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance-based pre-placement offers by the company and the package may vary depending on the candidate performance during their probation / employment.

SIGNATURE: DATE: _____
(Candidate's Signature)

DATE:

Aadhar Number: _____

PAN Number: _____

Beneficiary Name: _____

Bank Name: _____

IFSC code: _____

Account no: _____

SKILLISH 23-167

28/04/2023

Dear **Saugata Dutta** ,

Attach / Paste
Your Photo Here

Further to your recent interview, we are pleased to offer you the following employment as **Business Development Trainee** with Skillish, with a commencement date of **01/06/2023**. Please report to the undersigned on **01/06/2023** at our office located based on the terms and conditions stated herein. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

You will be under 10 days of unpaid training from **01/06/2023 to 10/06/2023**

On the Job Training Start Date: **11/06/2023**

On the Job Training End Date: **11/12/2023**

COMPENSATION DURING PROBATION/ INTERNSHIP:

Stipend : **INR 15000** Per Month + **INR 8000** as incentives

Target : **180000 INR** per month.

We request you to send the copy of this letter to TO: hr.ridhambansal@skillish.in and CC: hr@skillish.in along With the documents mentioned in Annexure.

If we do not receive the above-mentioned documents in token of acceptance from you within 5 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Skillish, and will report on or before 01/06/2023.

SIGNATURE: _____
(Candidate's Signature)

DATE:

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training/Internship.

Location: Gurugram (as communicated by HRD).

POST PROBATION / INTERNSHIP PACKAGE: (Based on Performance during Probation/Internship)

Salary Range: **4 LPA + 2 LPA** Incentive (Performance based)

ANNEXURE

SL.No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> • 10th standard or equivalent examination • 12th standard or equivalent examination • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOUR SCANNED COPY OF YOUR: <ul style="list-style-type: none"> • Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving License Scanned Copy.
4.	Bank Account Details: <ul style="list-style-type: none"> • Bank Passbook First Page • Bank Name, Your Name as per Bank records, Account Number, IFSC Code

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- During the training period you will not receive any of the employee benefits that regular employees receive.

- The company reserves all the right to terminate your employment at any time without providing any reasons or notice.
- At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or will have to pay a compensation equal to 1 month Stipend.
- You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
- The original documents you provided will be returned back after completion of background verification. Anytime you wish to take back the original documents due to any reasons between your training period, you are required to submit a valid replacement document which is approved by HR.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance-based pre-placement offers by the company and the package may vary depending on the candidate performance during their probation / employment.

SIGNATURE: DATE: _____
(Candidate's Signature)

DATE:

Aadhar Number: _____

PAN Number: _____

Beneficiary Name: _____

Bank Name: _____

IFSC code: _____

Account no: _____

SKILLISH 23-164

28/04/2023

Dear **Srijit Debsarma**,

Attach / Paste
Your Photo Here

Further to your recent interview, we are pleased to offer you the following employment as **Business Development Trainee** with Skillish, with a commencement date of **01/06/2023**. Please report to the undersigned on **01/06/2023** at our office located based on the terms and conditions stated herein. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

You will be under 10 days of unpaid training from **01/06/2023 to 10/06/2023**

On the Job Training Start Date: **11/06/2023**

On the Job Training End Date: **11/12/2023**

COMPENSATION DURING PROBATION/ INTERNSHIP:

Stipend : **INR 15000** Per Month + **INR 8000** as incentives

Target : **180000 INR** per month.

We request you to send the copy of this letter to TO: hr.ridhambansal@skillish.in and CC: hr@skillish.in along With the documents mentioned in Annexure.

If we do not receive the above-mentioned documents in token of acceptance from you within 5 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Skillish, and will report on or before 01/06/2023.

SIGNATURE: _____
(Candidate's Signature)

DATE:

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training/Internship.

Location: Gurugram (as communicated by HRD).

POST PROBATION / INTERNSHIP PACKAGE: (Based on Performance during Probation/Internship)

Salary Range: **4 LPA + 2 LPA** Incentive (Performance based)

ANNEXURE

SL.No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> • 10th standard or equivalent examination • 12th standard or equivalent examination • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOUR SCANNED COPY OF YOUR: <ul style="list-style-type: none"> • Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving License Scanned Copy.
4.	Bank Account Details: <ul style="list-style-type: none"> • Bank Passbook First Page • Bank Name, Your Name as per Bank records, Account Number, IFSC Code

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- During the training period you will not receive any of the employee benefits that regular employees receive.

- The company reserves all the right to terminate your employment at any time without providing any reasons or notice.
- At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or will have to pay a compensation equal to 1 month Stipend.
- You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
- The original documents you provided will be returned back after completion of background verification. Anytime you wish to take back the original documents due to any reasons between your training period, you are required to submit a valid replacement document which is approved by HR.
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- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance-based pre-placement offers by the company and the package may vary depending on the candidate performance during their probation / employment.

SIGNATURE: DATE: _____
(Candidate's Signature)

DATE:

Aadhar Number: _____

PAN Number: _____

Beneficiary Name: _____

Bank Name: _____

IFSC code: _____

Account no: _____

SKILLISH 23-163

28/04/2023

Dear **Susmita Purkait** ,

Attach / Paste
Your Photo Here

Further to your recent interview, we are pleased to offer you the following employment as **Business Development Trainee** with Skillish, with a commencement date of **01/06/2023**. Please report to the undersigned on **01/06/2023** at our office located based on the terms and conditions stated herein. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

You will be under 10 days of unpaid training from **01/06/2023 to 10/06/2023**

On the Job Training Start Date: **11/06/2023**

On the Job Training End Date: **11/12/2023**

COMPENSATION DURING PROBATION/ INTERNSHIP:

Stipend : **INR 15000** Per Month + **INR 8000** as incentives

Target : **180000 INR** per month.

We request you to send the copy of this letter to TO: hr.ridhambansal@skillish.in and CC: hr@skillish.in along With the documents mentioned in Annexure.

If we do not receive the above-mentioned documents in token of acceptance from you within 5 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Skillish, and will report on or before 01/06/2023.

SIGNATURE: _____
(Candidate's Signature)

DATE:

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training/Internship.

Location: Gurugram (as communicated by HRD).

POST PROBATION / INTERNSHIP PACKAGE: (Based on Performance during Probation/Internship)

Salary Range: **4 LPA + 2 LPA** Incentive (Performance based)

ANNEXURE

SL.No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> • 10th standard or equivalent examination • 12th standard or equivalent examination • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOUR SCANNED COPY OF YOUR: <ul style="list-style-type: none"> • Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving License Scanned Copy.
4.	Bank Account Details: <ul style="list-style-type: none"> • Bank Passbook First Page • Bank Name, Your Name as per Bank records, Account Number, IFSC Code

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- During the training period you will not receive any of the employee benefits that regular employees receive.

- The company reserves all the right to terminate your employment at any time without providing any reasons or notice.
- At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or will have to pay a compensation equal to 1 month Stipend.
- You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
- The original documents you provided will be returned back after completion of background verification. Anytime you wish to take back the original documents due to any reasons between your training period, you are required to submit a valid replacement document which is approved by HR.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance-based pre-placement offers by the company and the package may vary depending on the candidate performance during their probation / employment.

SIGNATURE: DATE: _____
(Candidate's Signature)

DATE:

Aadhar Number: _____

PAN Number: _____

Beneficiary Name: _____

Bank Name: _____

IFSC code: _____

Account no: _____

SKILLISH 23-160

28/04/2023

Dear **Abdus Sami** ,

Attach / Paste
Your Photo Here

Further to your recent interview, we are pleased to offer you the following employment as **Business Development Trainee** with Skillish, with a commencement date of **01/06/2023**. Please report to the undersigned on **01/06/2023** at our office located based on the terms and conditions stated herein. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

You will be under 10 days of unpaid training from **01/06/2023 to 10/06/2023**

On the Job Training Start Date: **11/06/2023**

On the Job Training End Date: **11/12/2023**

COMPENSATION DURING PROBATION/ INTERNSHIP:

Stipend : **INR 15000** Per Month + **INR 8000** as incentives

Target : **180000 INR** per month.

We request you to send the copy of this letter to TO: hr.ridhambansal@skillish.in and CC: hr@skillish.in along With the documents mentioned in Annexure.

If we do not receive the above-mentioned documents in token of acceptance from you within 5 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Skillish, and will report on or before 01/06/2023.

SIGNATURE: _____
(Candidate's Signature)

DATE:

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training/Internship.

Location: Gurugram (as communicated by HRD).

POST PROBATION / INTERNSHIP PACKAGE: (Based on Performance during Probation/Internship)

Salary Range: **4 LPA + 2 LPA** Incentive (Performance based)

ANNEXURE

SL.No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> • 10th standard or equivalent examination • 12th standard or equivalent examination • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOUR SCANNED COPY OF YOUR: <ul style="list-style-type: none"> • Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving License Scanned Copy.
4.	Bank Account Details: <ul style="list-style-type: none"> • Bank Passbook First Page • Bank Name, Your Name as per Bank records, Account Number, IFSC Code

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- During the training period you will not receive any of the employee benefits that regular employees receive.

- The company reserves all the right to terminate your employment at any time without providing any reasons or notice.
- At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or will have to pay a compensation equal to 1 month Stipend.
- You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
- The original documents you provided will be returned back after completion of background verification. Anytime you wish to take back the original documents due to any reasons between your training period, you are required to submit a valid replacement document which is approved by HR.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance-based pre-placement offers by the company and the package may vary depending on the candidate performance during their probation / employment.

SIGNATURE: DATE: _____
(Candidate's Signature)

DATE:

Aadhar Number: _____

PAN Number: _____

Beneficiary Name: _____

Bank Name: _____

IFSC code: _____

Account no: _____

SKILLISH 23-159

28/04/2023

Dear **Md Aftab**,

Attach / Paste
Your Photo Here

Further to your recent interview, we are pleased to offer you the following employment as **Business Development Trainee** with Skillish, with a commencement date of **01/06/2023**. Please report to the undersigned on **01/06/2023** at our office located based on the terms and conditions stated herein. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement.

You will be under 10 days of unpaid training from **01/06/2023 to 10/06/2023**

On the Job Training Start Date: **11/06/2023**

On the Job Training End Date: **11/12/2023**

COMPENSATION DURING PROBATION/ INTERNSHIP:

Stipend : **INR 15000** Per Month + **INR 8000** as incentives

Target : **180000 INR** per month.

We request you to send the copy of this letter to TO: hr.ridhambansal@skillish.in and CC: hr@skillish.in along With the documents mentioned in Annexure.

If we do not receive the above-mentioned documents in token of acceptance from you within 5 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Skillish, and will report on or before 01/06/2023.

SIGNATURE: _____
(Candidate's Signature)

DATE:

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training/Internship.

Location: Gurugram (as communicated by HRD).

POST PROBATION / INTERNSHIP PACKAGE: (Based on Performance during Probation/Internship)

Salary Range: **4 LPA + 2 LPA** Incentive (Performance based)

ANNEXURE

SL.No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"> • 10th standard or equivalent examination • 12th standard or equivalent examination • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOUR SCANNED COPY OF YOUR: <ul style="list-style-type: none"> • Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving License Scanned Copy.
4.	Bank Account Details: <ul style="list-style-type: none"> • Bank Passbook First Page • Bank Name, Your Name as per Bank records, Account Number, IFSC Code

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- During the training period you will not receive any of the employee benefits that regular employees receive.

- The company reserves all the right to terminate your employment at any time without providing any reasons or notice.
- At any time if you wish to discontinue the training due to personal reasons, you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or will have to pay a compensation equal to 1 month Stipend.
- You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
- The original documents you provided will be returned back after completion of background verification. Anytime you wish to take back the original documents due to any reasons between your training period, you are required to submit a valid replacement document which is approved by HR.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance-based pre-placement offers by the company and the package may vary depending on the candidate performance during their probation / employment.

SIGNATURE: DATE: _____
(Candidate's Signature)

DATE:

Aadhar Number: _____

PAN Number: _____

Beneficiary Name: _____

Bank Name: _____

IFSC code: _____

Account no: _____



7th January 2023

Sub: Offer of employment by Pin Click

Dear **Saquib Suhail**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”, *with effect from **20th February 2023***

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the PPO is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as a Pin Click employee will be at the office **Bangalore** Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15 days notice period or 15 days salary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period or mandate 15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Saquib Suhail	
	Designation	Associate Property Advisor	
	Department	Sales	
	Date of Joining	20th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
B	Professional tax	200	2,400
	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
Benefits			
C	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training *Two-wheeler is mandatory with valid driving license * 7 days of training period <p>(Rs 3000 Includes the fuel allowances in the above annexure and 500 Rs deduction for Mobile Bill)</p> <ul style="list-style-type: none"> ● Android Mobile Mandatory. ● Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. 			

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No : +91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



The details of your annual earnings are as **Annexure B.**

ANNEXURE – B

COMPENSATION & BENEFITS STATEMENT – PIN CLICK			
	Name	Saquib Suhail	
	Designation	Associate Property Advisor	
	Department	Sales	
	Date of Joining	20th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
B	Professional tax	200	2,400
	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
Benefits			
C	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <p>* The Offer/ Salary Is Subjective to Completion of Training</p> <p>*Android phone & Two-wheeler is mandatory with valid driving license (3000 Includes the fuel allowances in the above annexure and 500 Rs deduction for Mobile Bill)</p> <ul style="list-style-type: none"> Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. 			

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra
Co Founder

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

Letter of Intent

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

Argus

Jun 28, 2022

Letter of Intent to Offer

Dear SK MD FARDIN,

Please refer to the selection process that you underwent on campus and/or at our office in Gandhinagar. **Congratulations on clearing ArgusSoft's selection process!** We are happy to extend this letter of intent to offer employment to you as a Programmer Analyst effective 3rd July 2023. This offer is subject to the successful completion of both the BE/BTech/MCA/MBA program that you are presently undergoing.

Upon joining you will be on probation for a period of six months (3rd July 2023 to 31st December 2023). During the probation period, you will be paid a composite amount of Rs.21,051.00 (Rupees Twenty one thousand fifty-one only) per month. Subsequently, upon confirmation, you shall receive an annual compensation package. The compensation package (Rs. 6.5 to 7.5 lacs) will be arrived at based on your performance during the training period. Applicable and statutory Central and State taxes will be deducted from the employee's gross earnings.

Please sign and return a copy of this letter to the address mentioned herein, by Jun 30, 2022, as your acceptance of this offer.

We look forward to having you onboard with us in July 2023. In case you have any questions at all, please do not hesitate to contact us.

Sincerely,



For ArgusSoft India Ltd.

Argus

Jun 28, 2022

Letter of Intent to Offer

Dear Soubhik Ganguly,

Please refer to the selection process that you underwent on campus and/or at our office in Gandhinagar. **Congratulations on clearing ArgusSoft's selection process!** We are happy to extend this letter of intent to offer employment to you as a Programmer Analyst effective 3rd July 2023. This offer is subject to the successful completion of both the BE/BTech/MCA/MBA program that you are presently undergoing.

Upon joining you will be on probation for a period of six months (3rd July 2023 to 31st December 2023). During the probation period, you will be paid a composite amount of Rs.21,051.00 (Rupees Twenty one thousand fifty-one only) per month. Subsequently, upon confirmation, you shall receive an annual compensation package. The compensation package (Rs. 6.5 to 7.5 lacs) will be arrived at based on your performance during the training period. Applicable and statutory Central and State taxes will be deducted from the employee's gross earnings.

Please sign and return a copy of this letter to the address mentioned herein, by Jun 30, 2022, as your acceptance of this offer.

We look forward to having you onboard with us in July 2023. In case you have any questions at all, please do not hesitate to contact us.

Sincerely,



For ArgusSoft India Ltd.

Date: June 24, 2022

Sub: Training letter

Dear Abhijeet Raj,

Congratulations!!!

We are delighted to extend an offer for training at **Streebo Solutions Pvt. Ltd.**, Ahmedabad, India. We feel that your skills and background will be valuable assets in further enhancing Streebo's position as a leader in software automation.

You will report to the HR Team. Training is Full-Time until the completion of your last semester examination, which might extend based on your performance evaluation. Training starts from **January 02, 2023**. You will be entitled for college project reimbursement of **Rs.3500** per month, which will be paid out to you in equal installments along with your monthly salary after your confirmation. After completion of your internship, your CTC range will be 4 LPA, which will be performance based upon confirmation.

Service Agreement: Upon acceptance of our offer, you will be automatically enrolled for training at "Streebo Academy" wherein we will train you on the latest technologies. In the event of voluntary separation from employment prior to 1 years and 6 months from the date of confirmation you will be liable to pay 3 months' salary (as per your offered CTC) to Streebo. This is compensation for the training and mentoring of Streebo for our new joiners. If you join Streebo and complete your one years and six months of service in good standing, the training charge is completely waived and there is no liability on you.

Interns will go through 6 months of rigorous training and mentoring program at Streebo during their training. Upon training completion, the Streebo management will assign you rotational job assignments (projects or product) after you finish training – after that we will determine your best fit, that is development, testing, UI, backend, business analysis, etc. Roles from interns up to Tech consultant level, warrants that the intern/employee will have to travel on-site i.e. 6 weeks and support customer in night shifts i.e. 10 weeks in a year. Roles from Senior Tech Consultant up to Architect level, warrants that the intern/employee will have to travel on-site i.e. 6 weeks and support customer in night shifts i.e. 6 weeks in a year.

Timing of Training will be 10:00 AM to 7:00 PM for weekdays as well as working Saturdays.

ACKNOWLEDGEMENT & ACCEPTANCE:

I have read and understood the above terms and conditions and hereby give my acceptance of the same.

Signature: _____ Date: _____

JOINING FORMALITIES

You are requested to report at the following address to complete your joining formalities and all future correspondence:

Streebo Solutions Pvt. Ltd., Streebo House – Sixth Floor, Nr. DAV School, Off. S.G. Highway, Makarba, Ahmedabad, Gujarat – 380051.

The below mention documents are required at the time of your Joining.

1. Education Qualification.

Mark sheets and certificates of 10th, 12th and Graduation & Post Graduation (if any).

2. One Passport size photograph (preferably color)

3. One residential Address proof document (Electricity Bill/Telephone Bill/Driving License)

4. Photocopy copy of PAN Card,

5. Photocopy of Passport

6. Photocopy of Aadhar Card

This offer is contingent on you signing the Terms of Employment agreement as well as the Non-Compete agreement with Streebo. A copy of these will be provided to you upon request. The company reserves the right to modify any terms in this letter with or without cause and notice.

Please do not hesitate to contact us if you require any clarification.

Sincerely Yours,

For, **Streebo Solutions Pvt. Ltd.**



Pankini Shah

Project Manager – HR & Operations

Date: June 24, 2022

Sub: Training letter

Dear Nizamuddin Mondal,

Congratulations!!!

We are delighted to extend an offer for training at **Streebo Solutions Pvt. Ltd.**, Ahmedabad, India. We feel that your skills and background will be valuable assets in further enhancing Streebo's position as a leader in software automation.

You will report to the HR Team. Training is Full-Time until the completion of your last semester examination, which might extend based on your performance evaluation. Training starts from **January 02, 2023**. You will be entitled for college project reimbursement of **Rs.3500** per month, which will be paid out to you in equal installments along with your monthly salary after your confirmation. After completion of your internship, your CTC range will be 4 LPA, which will be performance based upon confirmation.

Service Agreement: Upon acceptance of our offer, you will be automatically enrolled for training at "Streebo Academy" wherein we will train you on the latest technologies. In the event of voluntary separation from employment prior to 1 years and 6 months from the date of confirmation you will be liable to pay 3 months' salary (as per your offered CTC) to Streebo. This is compensation for the training and mentoring of Streebo for our new joiners. If you join Streebo and complete your one years and six months of service in good standing, the training charge is completely waived and there is no liability on you.

Interns will go through 6 months of rigorous training and mentoring program at Streebo during their training. Upon training completion, the Streebo management will assign you rotational job assignments (projects or product) after you finish training – after that we will determine your best fit, that is development, testing, UI, backend, business analysis, etc. Roles from interns up to Tech consultant level, warrants that the intern/employee will have to travel on-site i.e. 6 weeks and support customer in night shifts i.e. 10 weeks in a year. Roles from Senior Tech Consultant up to Architect level, warrants that the intern/employee will have to travel on-site i.e. 6 weeks and support customer in night shifts i.e. 6 weeks in a year.

Timing of Training will be 10:00 AM to 7:00 PM for weekdays as well as working Saturdays.

ACKNOWLEDGEMENT & ACCEPTANCE:

I have read and understood the above terms and conditions and hereby give my acceptance of the same.

Signature: _____ Date: _____

JOINING FORMALITIES

You are requested to report at the following address to complete your joining formalities and all future correspondence:

Streebo Solutions Pvt. Ltd., Streebo House – Sixth Floor, Nr. DAV School, Off. S.G. Highway, Makarba, Ahmedabad, Gujarat – 380051.

The below mention documents are required at the time of your Joining.

1. Education Qualification.

Mark sheets and certificates of 10th, 12th and Graduation & Post Graduation (if any).

2. One Passport size photograph (preferably color)

3. One residential Address proof document (Electricity Bill/Telephone Bill/Driving License)

4. Photocopy copy of PAN Card,

5. Photocopy of Passport

6. Photocopy of Aadhar Card

This offer is contingent on you signing the Terms of Employment agreement as well as the Non-Compete agreement with Streebo. A copy of these will be provided to you upon request. The company reserves the right to modify any terms in this letter with or without cause and notice.

Please do not hesitate to contact us if you require any clarification.

Sincerely Yours,

For, **Streebo Solutions Pvt. Ltd.**



Pankini Shah

Project Manager – HR & Operations

Date: June 24, 2022

Sub: Training letter

Dear Sk Arif Mahammad,

Congratulations!!!

We are delighted to extend an offer for training at **Streebo Solutions Pvt. Ltd.**, Ahmedabad, India. We feel that your skills and background will be valuable assets in further enhancing Streebo's position as a leader in software automation.

You will report to the HR Team. Training is Full-Time until the completion of your last semester examination, which might extend based on your performance evaluation. Training starts from **January 02, 2023**. You will be entitled for college project reimbursement of **Rs.3500** per month, which will be paid out to you in equal installments along with your monthly salary after your confirmation. After completion of your internship, your CTC range will be 4 LPA, which will be performance based upon confirmation.

Service Agreement: Upon acceptance of our offer, you will be automatically enrolled for training at "Streebo Academy" wherein we will train you on the latest technologies. In the event of voluntary separation from employment prior to 1 years and 6 months from the date of confirmation, you will be liable to pay 3 months' salary (as per your offered CTC) to Streebo. This is compensation for the training and mentoring of Streebo for our new joiners. If you join Streebo and complete your one years and six months of service in good standing, the training charge is completely waived and there is no liability on you.

Interns will go through 6 months of rigorous training and mentoring program at Streebo during their training. Upon training completion, the Streebo management will assign you rotational job assignments (projects or product) after you finish training – after that we will determine your best fit, that is development, testing, UI, backend, business analysis, etc. Roles from interns up to Tech consultant level, warrants that the intern/employee will have to travel on-site i.e. 6 weeks and support customer in night shifts i.e. 10 weeks in a year. Roles from Senior Tech Consultant up to Architect level, warrants that the intern/employee will have to travel on-site i.e. 6 weeks and support customer in night shifts i.e. 6 weeks in a year.

Timing of Training will be 10:00 AM to 7:00 PM for weekdays as well as working Saturdays.

ACKNOWLEDGEMENT & ACCEPTANCE:

I have read and understood the above terms and conditions and hereby give my acceptance of the same.

Signature: _____ Date: _____

JOINING FORMALITIES

You are requested to report at the following address to complete your joining formalities and all future correspondence:

Streebo Solutions Pvt. Ltd., Streebo House – Sixth Floor, Nr. DAV School, Off. S.G. Highway, Makarba, Ahmedabad, Gujarat – 380051.

The below mention documents are required at the time of your Joining.

1. Education Qualification.

Mark sheets and certificates of 10th, 12th and Graduation & Post Graduation (if any).

2. One Passport size photograph (preferably color)

3. One residential Address proof document (Electricity Bill/Telephone Bill/Driving License)

4. Photocopy copy of PAN Card,

5. Photocopy of Passport

6. Photocopy of Aadhar Card

This offer is contingent on you signing the Terms of Employment agreement as well as the Non-Compete agreement with Streebo. A copy of these will be provided to you upon request. The company reserves the right to modify any terms in this letter with or without cause and notice.

Please do not hesitate to contact us if you require any clarification.

Sincerely Yours,

For, **Streebo Solutions Pvt. Ltd.**



Pankini Shah

Project Manager – HR & Operations

Date: June 24, 2022

Sub: Training letter

Dear SK Minsar,

Congratulations!!!

We are delighted to extend an offer for training at **Streebo Solutions Pvt. Ltd.**, Ahmedabad, India. We feel that your skills and background will be valuable assets in further enhancing Streebo's position as a leader in software automation.

You will report to the HR Team. Training is Full-Time until the completion of your last semester examination, which might extend based on your performance evaluation. Training starts from **January 02, 2023**. You will be entitled for college project reimbursement of **Rs.3500** per month, which will be paid out to you in equal installments along with your monthly salary after your confirmation. After completion of your internship, your CTC range will be 4 LPA, which will be performance based upon confirmation.

Service Agreement: Upon acceptance of our offer, you will be automatically enrolled for training at "Streebo Academy" wherein we will train you on the latest technologies. In the event of voluntary separation from employment prior to 1 years and 6 months from the date of confirmation you will be liable to pay 3 months' salary (as per your offered CTC) to Streebo. This is compensation for the training and mentoring of Streebo for our new joiners. If you join Streebo and complete your one years and six months of service in good standing, the training charge is completely waived and there is no liability on you.

Interns will go through 6 months of rigorous training and mentoring program at Streebo during their training. Upon training completion, the Streebo management will assign you rotational job assignments (projects or product) after you finish training – after that we will determine your best fit, that is development, testing, UI, backend, business analysis, etc. Roles from interns up to Tech consultant level, warrants that the intern/employee will have to travel on-site i.e. 6 weeks and support customer in night shifts i.e. 10 weeks in a year. Roles from Senior Tech Consultant up to Architect level, warrants that the intern/employee will have to travel on-site i.e. 6 weeks and support customer in night shifts i.e. 6 weeks in a year.

Timing of Training will be 10:00 AM to 7:00 PM for weekdays as well as working Saturdays.

ACKNOWLEDGEMENT & ACCEPTANCE:

I have read and understood the above terms and conditions and hereby give my acceptance of the same.

Signature: _____ Date: _____

JOINING FORMALITIES

You are requested to report at the following address to complete your joining formalities and all future correspondence:

Streebo Solutions Pvt. Ltd., Streebo House – Sixth Floor, Nr. DAV School, Off. S.G. Highway, Makarba, Ahmedabad, Gujarat – 380051.

The below mention documents are required at the time of your Joining.

1. Education Qualification.

Mark sheets and certificates of 10th, 12th and Graduation & Post Graduation (if any).

2. One Passport size photograph (preferably color)

3. One residential Address proof document (Electricity Bill/Telephone Bill/Driving License)

4. Photocopy copy of PAN Card,

5. Photocopy of Passport

6. Photocopy of Aadhar Card

This offer is contingent on you signing the Terms of Employment agreement as well as the Non-Compete agreement with Streebo. A copy of these will be provided to you upon request. The company reserves the right to modify any terms in this letter with or without cause and notice.

Please do not hesitate to contact us if you require any clarification.

Sincerely Yours,

For, **Streebo Solutions Pvt. Ltd.**



Pankini Shah

Project Manager – HR & Operations

Date: June 24, 2022

Sub: Training letter

Dear Abhijeet Raj,

Congratulations!!!

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Please do not hesitate to contact us if you require any clarification.

Sincerely Yours,

For, **Streebo Solutions Pvt. Ltd.**



Pankini Shah

Project Manager – HR & Operations