

## SAIRAJ CONSTRUCTIONS

C-2, RICHMOND HILL SAWARKAR NAGAR GANGAPUR ROAD NASHIK M. NO 9423786269

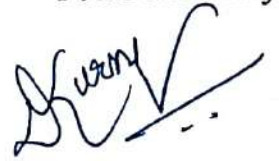
TO WHOMSOEVER IT MAY CONCERN,

This is to certify that Mr. Abhishek Mohan Ayare B.E. Civil completed his degree from Guru Gobind Singh College of Engineering, Nashik, has now just joined for Site Supervisor on my site named as SAIRAJ CONSTRUCTIONS "GURUVANDAN", Aurangabad Road, Nashik from 01<sup>st</sup> August 2021 to present.

He is learning about Concreting Work & Steel work for footing, beam and column and knowledge of Site Handling.

Date - 21.11.21

Yours Sincerely,



For SAIRAJ CONSTRUCTIONS



25<sup>th</sup> June 2021

Sub: Offer of employment by Pin Click

Dear Aishwary Rajendra Apte,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”, with effect from **30th June 2021**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached here with Annexure A. Once the PPO is confirmed **4.8 LPA** is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Thane** 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 day's 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.



The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

	<b>Name</b>	Aishwary Rajendra Apte	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	30 <sup>th</sup> June 2021	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,736	80,832
	House Rent Allowance	5,000	60,000
	Conveyance Allowance	1600	19,200
	Medical Reimbursement	1,250	15,000
	Special Allowance	4,283	51,396
	<b>Sub-Total I / Gross Pay</b>	<b>18,869</b>	<b>2,26,428</b>
<b>B</b>	Professional Tax	200	2,400
	PF Employer	808	9,696
	ESI	142	1,704
<b>A-B</b>	<b>Net Salary</b>	<b>17,719</b>	<b>2,12,628</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	808	9,696
	Gratuity	323	3,876
	<b>Sub Total II</b>	<b>1,131</b>	<b>13,572</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>20,000</b>	<b>2,40,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> *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>*Two-wheeler is mandatory with valid driving license.</p>			
<ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			



The details of your annual earnings are as **Annexure B.**

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Aishwary Rajendra Apte</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>30<sup>th</sup> June 2021</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Sub-Total I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>Sub Total II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> *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>*Two-wheeler is mandatory with valid driving license.</p> <p>There will be 14 days of training period and an assessment then your payroll will start</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			

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 PinClick

Property Management Pvt Ltd.,

Mr.Manik Kinra

Co Founder



## 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 PinClick 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: \_\_\_\_\_



**PRIVATE & CONFIDENTIAL**

**Ms. Aishwarya Aher**  
Nashik

**Sub: Appointment Order**

Dear Ms. Aher,

On successful completion of your training period, we are pleased to offer you the position of 'Junior Engineer - Civil' in our organization with effect from 01-03-2021 on the following terms and conditions:

**1. Designation and Grade**

You will be designated as **Junior Engineer – Civil**.

**2. Emoluments and other Entitlements**

You will be eligible for basic salary, allowances as outlined in Annexure 1 to this Appointment Order.

**3. Leave**

Leave entitled will be as per Company's rules.

**4. Responsibilities**

You must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will observe working hours / shift timings as communicated to you by the management from time to time depending on the exigencies of work.

**5. Work Schedule**

You will follow 6 days working schedule as applicable to you

**6. Notice Period**

During your tenure of services, either party can terminate the service by giving thirty (30) days notice in writing to the other without assigning any reasons. While giving thirty (30) days notice is mandatory, the Company at its sole discretion may relax the notice period depending upon circumstances warranting of the same by settling the full / partial shortfall against the dues.

**7. Rules and Regulations**

You will abide by the Dress Code Policy.

contd.....P/2

**MY DWELL DESIGN**

Flat no.04, Deoshree apt., Patil lane no. 4, Near Pancham Hotel,  
Collage Road, Nashik - 422005

# **Aditya Graphics**

Consulting Architect's & Engineer  
8, Rangoli Society, Maharaja Stop, Lam Road, Nashik Road.  
Email.- adityagraphics234@yahoo.com

---

Date :- 06 / 02 / 2021

## **OFFER LETTER**


TO,

**Mr. ANSARI ALTAF AHMED.**  
Mob.:- 8600337879  
ADD. :- Karanjkar Galli Bhagur,  
Tal. Dist. Nashik

This is an Offer Letter for hiring **Mr. Ansari Altaf Ahmed** for a post of Junior Engineer, Estimator and Surveyor (Civil) at Aditya Graphics an Architectural Firm at Nashik Road as you applied for the post through interview at the firm for the same.

The time of Joining will be 15 days after the date of issuing the letter ( i.e. 21/02/2021).

Kindly Confirm the appointment before 21/02/2021 by visiting the firm office.



Architect. Nitin K.Salve  
M.D. & C.E.O. ADITYA GRAPHICS

**NITIN K. SALVE**  
Reg. No. ADTP-Nashik/3067/19



**27-Aug-2021**

**Dear Bhushan Kakad,**  
B.E., Civil  
Guru Gobind Singh College of Engineering and Research Centre, Nashik

**Candidate ID – 16694867**

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.

\* **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

Bhushan Kakad, 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.

## **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:





# Offer letter from Architect Sumit Kumath

Inbox

**Shruti Bhavsar** 22/7/2021

to me, sumitkumath, shruti



Dear Dhiraj,

1. I will appoint you as a draftsman in our firm.
2. You will be on a probation period for the period of 3 months.
3. You will receive Rs. 10,000/- as a salary during your probation period
4. After that based on your performance you will be taken to the next level in the organization.

Also, please revert with your date of joining & confirmation.

Revert back for any clarifications.

Regards

Ar. Sumit Kumath

*Principal Architect*

**Architect Sumit Kumath**

Gauri Bungalow, SSA-4, Shrawan Sector,

Ashwin Nagar, Nashik.

**M 9594280767**

99+



**SHRI SAI CONSTRUCTION**  
Engineers & Contractors



**Dinesh Choudhari**

Designation : Site Engineer

Date of Birth : 21/08/1997

Mobile No: 7020577388

Blood Group :

**Employee Name: Durgesh Bhatu Shirsale**

**Employee Code: PD0795**

### **Appointment Letter**

We are pleased to appoint you in our organization as **IMR** at our client **Pidilite Industries Ltd** Based at **Pune** subject to the following terms and conditions:

1. Your contract will commence from **10/01/2022** and expire on **10/12/2022** during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on **10/01/2022** and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions
  - (i) Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
  - (ii) During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
  - (iii) Not engage in any conduct which is detrimental to the interest of the Client or Adhaan Solution.
  - (iv) Not receive any payments of any nature directly or indirectly from the Client unless agreed to by Adhaan Solution.
  - (v) Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of Adhaan Solution.
  - (vi) Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
  - (vii) The Employee has to undergo process of verification of his identity from the nearest police station of his resident and has to submit report/certificate issued by the said police station. The said documents submitted by him will be consider as part of his personal files of employment. If the employee fail to do so our company shall not be responsible for any act of criminal nature committed by him.
  - (viii) Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
  - (ix) Comply with the safety, health and other rules and regulations of Adhaan Solution and the Adhaan Solution Client that you have been made aware of.
  - (x) During the course of your contract, you can be transferred to a location within the territory of India as and when required by Adhaan Solution for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with Adhaan Solution will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with Adhaan Solution nor do you become an employee of Adhaan Solution. Upon expiry or termination of the Work Assignment, your employment with Adhaan Solution shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing **30 days notice in writing** or payment thereof.
5. In case of resignation from services you shall serve **15days** notice Period or salary in lieu thereof.
6. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and Adhaan Solution shall promptly settle all your dues after making the applicable deductions.
7. You agree to defend, indemnify and hold Adhaan Solution or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.

7. Any dispute between you and Adhaan Solution shall be referred to a sole arbitrator appointed by Adhaan Solution. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Ahmedabad, Gujarat, India. This Engagement Letter shall be governed by the laws of India.
8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize Adhaan Solution to make all salary payments required to be made to you by Adhaan Solution including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
9. Attendance cycle is from 16<sup>th</sup> to 15<sup>th</sup> of every month and the salary payout will be made latest by 5<sup>th</sup> of the following month
10. In addition to the terms contained herein, your relationship with Adhaan Solution may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by Adhaan Solution and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.

We at Adhaan Solution would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process.

Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at Adhaan Solution with the acceptance of your first salary from Adhaan Solution will be conclusive proof of your acceptance in accordance of terms and conditions.

### **ENDORSEMENT**

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For, **ADHAAN SOLUTION PVT LTD**



**Authorized Signatory**

**Accepted & Agreed,**

**Signature:**

**Name: Durgesh Bhatu Shirsale**

Employee Name: Durgesh Bhatu Shirsale

Employee Code: PD0795

**Salary Annexure**

	<b>EARNINGS</b>	<b>AMOUNT (PER MONTH)</b>
BASIC WAGES	BASIC	13049
	H.R.A	4918
	LOCAL CONVEYANCE / DA	0
	BONUS	941
	SPECIAL ALLOWANCE	0
	<b>GROSS EARNINGS MONTHY (A)</b>	<b>18908</b>
EMPLOYER CONTRIBUTION	PROVIDENT FUND @ 13%	1696
	E.S.I.C @ 3.25%	615
	L.W.F	0
	<b>CTC (COST TO COPANY)</b>	<b>21219</b>
EMPLOYEE CONTRIBUTION	PROVIDENT FUND 12%	1566
	E.S.I.C @ 0.75%	142
	PROFESSIONAL TAX	200
	L.W.F	0
	<b>TOTAL DEDUCTIONS (B)</b>	<b>1908</b>
	<b>NET SALARY /CASH IN HAND (A-B)</b>	<b>17000</b>

> DA will be Rs.150/- Per Working Days

> Mobile Allowance will be Rs.500/- Per Month

You are eligible for Incentive upto Rs.5000/-Based on your Scorecard.

For, **ADHAAN SOLUTION PVT LTD**



Authorized Signatory

Accepted & Agreed,

Signature:

Name: Durgesh Bhatu Shirsale

DATE: 29/Jan/2022

## APPOINTMENT LETTER

To,

Mr Faizan Khan,

Nashik.

This is to inform you that you have been appointed as Junior Civil Engineer in our firm w.e.f 09/01/2022 as per following terms:

- 1) Your post shall be **Site in charge** (Junior engineer)
- 2) Your effective joining date is be 09/January/2022
- 3) Your consolidated payment shall be 12000/- (Rs. Twelve thousand only) per month including all allowances.
- 4) Your normal working hours shall be from 9.00 am to 6.00 pm, however if the work load demands, you will have to work beyond the normal working hours; no overtime shall be paid for the same.
- 5) You will be entitled to petrol allowance beyond the first site of work for which you will have to submit actual mileage sheet every month. No petrol allowance shall be paid till first site of work.
- 6) You will be provided with attendance app (UBI attendance) on your mobile phone, it is mandatory to punch the attendance in the app on daily basis. Salary and attendance shall be calculated on the basis of the app report only.
- 7) Your weekly off shall be Saturday (subject to work load on site the weekly off will have to be adjusted accordingly)
- 8) Apart from weekly off you will be entitled to 9 (Nine) paid leaves per calendar year, along with national and other holidays as per company policy.
- 9) Beyond the above mentioned holidays, you will have to take prior approval if you wish to take holidays for personal reasons.
- 10) You will have to give written notice of 60 days before resigning from the post.
- 11) You are expected to maintain overall discipline on the site assigned to you.

All the best, wish you a great working experience with us.



Date :13/09/2021

To  
CHANDRATRE KEYUR PURUSHOTTAM  
(Code: CAN361756)

**Provisional Offer Letter for Fixed Term Contract**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Business Development Executive**. Your services are being deputed to **Ambuja Cements Ltd.** on the following terms and conditions:

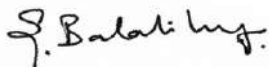
- Your employment will be valid from **15/09/2021 To 14/09/2022** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary CTC will be INR 228,300.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.

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

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

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

Yours truly,  
**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

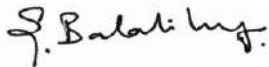
**Annexure I: Salary Breakup**

Component	Monthly	Yearly
Basic	14,000.00	168,000.00
House Rent Allowance	1,079.00	12,948.00
Statutory Bonus	1,301.00	15,612.00
<b>Gross Salary</b>	<b>16,380.00</b>	<b>196,560.00</b>
Employer's Contribution to ESI	533.00	6,396.00
Employer's Contribution to EPF	1,680.00	20,160.00
Insurance	432.00	5,184.00
<b>CTC (Cost to the company)</b>	<b>19,025.00</b>	<b>228,300.00</b>
Employee's Contribution to EPF	1,680.00	20,160.00
Employee's Contribution to ESI	123.00	1,476.00
<b>Net take home = (Gross salary- Total deduction)</b>	<b>14,577.00</b>	<b>174,924.00</b>

\* Income tax, Professional tax and LWF as applicable will be deducted.

\* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**



- १) महाराष्ट्र जिल्हा परिषदा, जिल्हा सेवा (सेवाप्रवेश) नियम १९६७.
- २) वित्त विभाग, यांचेकडील शासन निर्णय क्रमांक अनियो/१००५/१२६/सेवा-४ दि ३१/१०/०५
- ३) वित्त विभाग, यांचेकडील शासन निर्णय क्रमांक अकंपा-१०००/प.क्र.१/२०१०/वित्तीय सुधारणा-१ दि.०५/०६/२०१०
- ४) सामान्य प्रशासन विभाग, शासन निर्णय क्रमांक-अकंपा-१२१७/प्र.क्र.१०२/आठ दिनांक:- २१/०९/२०१७
- ५) ग्रामविकास विभाग, मुंबई यांचेकडील पत्र क्र.अकंपा-६१९८/प्र.क्र.३२७/आस्था-७ दि.१७/०९/२०१८
- ६) ग्रामविकास विभाग, मुंबई यांचेकडील पत्र क्र.संकीर्ण-२०१८/प्र.क्र.१७३/आस्था-८ दि.२८/०९/२०१८
- ७) ग्रामविकास, बांधकाम भवन, मुंबई यांचेकडील पत्र क्र.डिएसआर-२०१९/प्र.क्र.१६/आस्था-५ दि.०६/०३/२०१९
- ८) ग्रामविकास, बांधकाम भवन, मुंबई यांचेकडील पत्र क्र.संकीर्ण-२०१८/प्र.क्र.१७३/आठ दि.०६/०७/२०१९
- ९) वित्त विभाग, यांचेकडील शासन निर्णय शुध्दीपत्रक क्रमांक अर्थसं-२०२०/प्र.क्र.६५/अर्थ ३ दिनांक ३० जुलै, २०२०
- १०) कार्यालयीन मंजूर टिपणी दिनांक :- २५/०८/२०२०

### अनुकंपा नियुक्ती आदेश

### नाशिक जिल्हा परिषद, नाशिक

जा.क्र.जिपना/साप्रवि/आस्था-६/१२२३/२०२०  
नाशिक दिनांक :- २६/०८/२०२०

शासन सेवेत असतांना दिवंगत झालेल्या कर्मचा-यांच्या नातेवाईकांना त्यांचे जेष्ठतेनुसार व शैक्षणिक पात्रतेनुसार अनुकंपा कारणास्तव शासन सेवेत वर्ग-३ व वर्ग-४ (गट-क व ड) या पदावर सामान्य घेणे बाबत शासन निर्णयान्वये वेळोवेळी दिलेल्या मार्गदर्शक सुचना व आदेशानुसार जिल्हा परिषद, नाशिक अंतर्गत उपलब्ध असलेल्या वर्ग-३ व वर्ग-४ (गट-क व ड) पदावर अनुकंपा तत्वावर नियुक्ती करावयाची आहे. संदर्भ क्र. ४ शासन निर्णयानुसार च्या सुचनेनुसार अनुकंपा प्रतिसाधनेतील जेष्ठतेनुसार पात्र असणा-या अर्जदार यांच्या शैक्षणिक अर्हता, पदाच्या अर्हतेनुसार कार्यालयाकडील पदाच्या उपलब्धतेनुसार जिल्हा परिषद/पंचायत समिती अंतर्गत कनिष्ठ अभियंता (वर्ग-३) सरळसेवेच्या रिक्त पदांवर मी मुख्य कार्यकारी अधिकारी, जिल्हा परिषद, नाशिक खालील पात्र उमेदवार यांना या आदेशान्वये त्यांचे नावासमोर नमुद केलेल्या पदावर नियुक्ती देत असुन त्या समोर नमुद केलेल्या ठिकाणी पदस्थापना देत आहे. सदरची नियुक्ती ही या आदेशात नमुद केलेल्या अटी व शर्तीस अधिन राहुन करण्यात येत आहे

अ.क्र.	दिवंगत कर्मचारी नांव व पदनाम	अनुकंपा नामनिर्देशित वारसदार यांचे नांव व नाते	अनुकंपा नियुक्तीचे पदनाम	वेतनश्रेणी	उमेदवाराचा सामाजिक प्रवर्ग	उमेदवार निवडीचा प्रवर्ग	पदस्थापना दिलेले ठिकाण व तालुका
१	२	३	४	५	६	७	८
१	कै.श्री.जिभाऊ पोपट देवरे उपशिक्षक	कु.कृष्णाकांत जिभाऊ देवरे, मुलगा	कनिष्ठ अभियंता इवद (वर्ग-३)	मॅट्रीक्स एस-१४ रु ३८६००-१२२८००	इमाव	इमाव	इवद उपविभाग-चांदवड तालुका-चांदवड

उपरोक्त उमेदवाराची नियुक्त खालील अटी व शर्तीच्या अधिन राहुन करण्यात येत आहे.

१. उमेदवारांनी पदस्थापनेच्या ठिकाणी नियुक्ती आदेशाच्या दिनांकापासुन ३० (तीस) दिवसाचे आत हजर व्हावे. उमेदवार मुदतीच्या आत त्यांचे नियुक्तीच्या ठिकाणी हजर न झाल्यास नियुक्तीचा हक्क रद्द होईल.
२. उमेदवार जिल्हा अंतर्गत कोठेही बदलीस पात्र राहिल.
३. नेमणुकीच्या जागी हजर होण्यासाठी कोणत्याही प्रकारचा प्रवास भत्ता अनुज्ञेय राहणार नाही.
४. उमेदवारांस देण्यात आलेली नेमणुक ही निव्वळ तात्पुरत्या स्वरूपात देण्यात येत आहे. अनुकंपा प्रकरणी सादर केलेले कागदपत्र बनावट अथवा खोटी असल्याचे भविष्यात निदर्शनास आल्यास सदरची नियुक्ती तात्काळ रद्द करण्यात येईल.
५. उमेदवारास जिल्हा परिषद सेवेचा राजीनामा द्यावयाचा असल्यास एक महिना पूर्व सुचना/ नोटीस द्यावी लागेल अथवा एक महिन्याचे मूळ वेतन जिल्हा परिषद निधीत/शासन खाती जमा करावे लागेल.
६. उपरोक्त रकाना क्रमांक ७ मध्ये नमुद केलेल्या पैकी अनुसूचित जाती / अनुसूचित जमाती / विमुक्त जाती / भटक्या जमाती / इतर मागासवर्गीय व विशेष मागास प्रवर्गात नियुक्ती झालेल्या उमेदवारांनी त्यांचे जात वैधता प्रमाणपत्र (Validity Certificate) हजर झाल्याच्या दिनांकापासून सहा महिन्यांचे आत सादर करावे. जात वैधता प्रमाणपत्र वरील मुदतीत सादर न केल्यास देण्यात आलेली नेमणुक आपोआप रद्द होईल व संबंधित खाते प्रमुख यांनी संबंधित कर्मचा-यांस तात्काळ सेवेतून कार्यमुक्त करावे.
७. उमेदवारांस महाराष्ट्र नागरी सेवा (सेवेच्या सर्वसाधारण शर्ती) नियम १९८१ मधील तरतुदीनुसार जिल्हा शल्य चिकित्सक यांचेकडुन वैद्यकिय तपासणी अंती पात्रतेच्या प्रमाणपत्राच्या अधिनतेने नियुक्ती देण्यात येत आहे. (कारण ही कार्यवाही नियुक्ती प्राधीकरणाने करुन घेणे बंधनकारक आहे.)
८. गट-क मधील उमेदवारांस शासन सेवेतील नियुक्तीकरीता शासनाने विहित केलेले आवश्यक संगणक अर्हता शिक्षण/परिक्षा नियुक्ती दिनांकापासून २ वर्षांचे आत उत्तीर्ण होवून प्रमाणपत्र सादर करणे बंधनकारक राहिल.
९. गट-क च्या पदावर नियुक्ती झाल्यास उमेदवारास महाराष्ट्र जिल्हा परिषद जिल्हा सेवा (सेवाप्रवेश) नियम १९६७/ मधील नियम ८ नुसार शासनाने विहित केलेली, तसेच वेळोवेळी विहित करण्यात आलेल्या विभागीय परिक्षा/भाषा परिक्षा/प्रशिक्षण अर्हता विहित संधी व मुदतीमध्ये प्राप्त करणे बंधनकारक राहिल. प्रचलित नियमानुसार विभागीय परिक्षा (सेवाप्रवेशोत्तर परीक्षा) विहित कालावधीत/संधीत उत्तीर्ण होणे बंधनकारक आहे. अन्व्या परीक्षा उत्तीर्ण होईपर्यंत त्या पुढील वेतनवाढी/पदोन्ती आपणास अनुज्ञेय राहणार नाहीत.

१०. महाराष्ट्र जिल्हा परिषदा जिल्हा सेवा (सेवाप्रवेश) नियम १९६७ मधील नियम ६ (५) नुसार उमेदवाराचा सदर पदावर कालावधी एक वर्षाचा असेल परंतु उमेदवाराचे काम सदर परिविक्षाधिना कालावधीत आवश्यक त्या दर्जाचे नाही असे संबंधित उमेदवारांचा परिविक्षाकाल वाढविण्यात येईल.
११. महाराष्ट्र जिल्हा परिषदा जिल्हा सेवा (सेवाप्रवेश) नियम १९६७ मधील नियम ६ (६) अन्वये उमेदवाराने एक वर्षापेक्षा काळी इतकी अखंड मुदतीसाठी या पदावर समाधानकारकरित्या सेवा केल्यास किंवा परिविक्षेची मुदत समाधानकारकरित्या पूर्ण असेल आणि विभागीय परिक्षा किंवा इतर, भाषा परिक्षा उत्तीर्ण झाली असेल ते आणि/किंवा असे पद धारण करण्याकालीन शासनाने ठरविलेले कोणतेही (असल्यास) प्रशिक्षण तिने यशस्वीरित्या घेतलेले असले त्याशिवाय उमेदवारास जिल्हा सेवेतील पदावर कायम करण्यात येणार नाही.
१२. उमेदवारांस संदर्भिय शासन निर्णय दिनांक ३१/१०/२००५ मधील सुचनानुसार राष्ट्रीय निवृत्ती वेतन लागू राहिल. व त्यासंबंधित वेळोवेळी दिलेले आदेश/निर्णय/परिपत्रके यांचे पालन करणे बंधनकारक राहिल.
१३. संबंधित उमेदवार यांना नियुक्तीचे ठिकाणी मुख्यालयी वास्तव्य करणे बंधनकारक राहिल.
१४. सामान्य प्रशासन विभाग, शासन निर्णय क्रमांक चारित्र्य-२११७/प्र.क्र.४८३/२०१७/१६-अ दिनांक- २८ ऑगस्ट, २०१७ मधील सुचनेनुसार उमेदवारांचे चारित्र्य व पूर्वचारित्र्य पोलिस तपासमध्ये चांगले असण्याचे अटीस अधिन राहुन नियुक्ती देण्यात येत आहे व त्याप्रमाणे संबंधित उमेदवार यांचे चारित्र्य तपासणी बाबत कार्यवाही करावी.
१५. उमेदवास महाराष्ट्र शासन, सामान्य प्रशासन विभाग दिनांक २८ मार्च २००५ आणि शासन परिपत्रक दिनांक- ०१ जुलै, २००५ मधील नमुद महाराष्ट्र नागरी सेवा (लहान कुटुंबाचे प्रतिज्ञापत्र) नियम २००५ मधील तरतुदीचे पालन करणे बंधनकारक राहिल.
१६. सदर आदेशाने नियुक्ती दिल्यानंतर संबंधितांचे नियुक्तीबाबत कोणी आक्षेप घेतल्यास व प्राथमिक चौकशीअंती त्यात तथ्य दिसून आल्यास अगर नियुक्तीचे वेळी/नियुक्तीसाठी सादर केलेली माहिती चुकीची आढळून आल्यास दिलेली नियुक्ती कोणत्याही टप्प्यावर व कोणत्याही वेळी रद्द करण्यात येईल.
१७. महाराष्ट्र जिल्हा परिषदा जिल्हा सेवा (वर्तणूक) नियम १९६७ मधील नियम आणि सामान्य प्रशासन विभाग, मंत्रालय, मुंबई शासन निर्णय क्र. वशिअ-१२१४/प्र.क्र.२६/११ दि.२ जून २०१४ व दिनांक-०७.०१.२०१६ मधील तरतुदीनुसार उमेदवाराने नियुक्तीच्या दिनांकापासून तीन महिन्यांच्या कालावधीत त्यांची स्वतःची मत्ता व दायित्वे (Assets & Liabilities) याबाबतचे विहित विवरणपत्र सादर करावेत.
१८. ग्रामविकास विभाग, शासन परिपत्रक दि.२९/०९/२०११ व शासन शुध्दीपत्रक दि.०७.०९.१८ अन्वये दिलेल्या सुचनेनुसार आंतरजिल्हा बदलीस पात्र रहातील.
१९. अनुकंपा नियुक्तीकरिता सादर केलेल्या प्रस्तावाच्या अनुषंगाने नियुक्ती दिल्यानंतर संबंधितांचे नियुक्ती बाबत कोणी आक्षेप घेतल्यास व प्राथमिक चौकशीअंती त्यात तथ्य दिसून आल्यास अगर नियुक्तीचे वेळी/नियुक्तीसाठी सादर केलेली माहिती चुकीची आढळून आल्यास दिलेली नियुक्ती कोणत्याही टप्प्यावर व कोणताही वेळी रद्द करण्यात येईल कोणतीही माहिती चुकीची / खोटी असल्याचे निदर्शनास आल्यास नियुक्ती कोणतेही कारण न देता रद्द करण्यात येईल.
२०. वाचा क्रमांक-४ मधील परिच्छेद क्रमांक-३ (८)(आ) नुसार अनुकंपा नियुक्ती मिळाल्यानंतर कुटूंबातील इतर वारसदार यांचा सांभाळ करणे बाबत प्रतिज्ञापत्र प्रस्तावा समवेत संबंधित अर्जदार यांनी सादर केले असुन भविष्यामध्ये सदर प्रतिज्ञापत्रांचे उल्लंघन झाल्याबाबतची तक्रार संबंधित कुटूंबातील सदस्यांनी केल्यास त्या संबंधी चौकशी अंती अनुकंपा नियुक्ती धारकाने प्रतिज्ञापत्राचे उल्लंघन केल्याचे निष्पन्न झाल्यास त्याला सेवेतून काढून टाकण्याची देखील शिक्षा देण्यात येईल.

*Keena M Banerjee*

लीना बनसोड (भाप्रसे)  
मुख्य कार्यकारी अधिकारी  
जिल्हा परिषद, नाशिक

रजिष्टर पोष्टाने

प्रति,

कु.कृष्णकांत जिभाऊ देवरे  
कार्तिकेश्वर कॉलनी, चंदेश्वर पाथथा, वरचेगांव,  
चांदवड ता.चांदवड जि.नाशिक

प्रतिलिपी :- माहितीस्तव व योग्य त्या कार्यवाहीस्तव.

१. कार्यकारी अभियंता इवद विभाग क्रमांक १ / ग्रामिण पाणी पुरवठा विभाग, जिल्हा परिषद नाशिक.

२. मुख्य लेखा व वित्त अधिकारी, जिल्हा परिषद नाशिक.

३. गट विकास अधिकारी, /उप अभियंता, जिल्हा परिषद इवद उपविभाग पंचायत समिती, *चांदवड*

४. कार्यालयीन प्रत/ज्ञापन नरती.

प्रत- कार्यालयीन प्रत/ज्ञापन नरती

## Regarding your requirement of Trainee Civil Engineers

Aniruddha Pathak <aniruddhapathak21@gmail.com>

Mon, Jun 6, 2022 at 11:29 AM

To: vijay sarode <vijay.sarode@ggsf.edu.in>

Cc: Madhukar Dube <madhukar.dube@ggsf.edu.in>, vipin.wani@ggsf.edu.in, pravin shinde <pravin.shinde@ggsf.edu.in>

Ref: Recruitment Phase1/Guru Gobind Singh COE&RC/01.06.2022

Date: 03.06.2022

To,

**Mr. Vijay B. Sarode**

Mechanical Engg Dept.

Guru Gobind Singh College of Engineering & Research Centre.

### Subject: Offer to Candidates for joining

Namaste Sir,

With reference to campus drive held on 01.06.2022, We are happy to inform you that 3 out of 4 candidates are found eligible after interviewing and examining.

We thank you for allowing us to conduct the drive and making the hiring process seamless for us. We ensure hiring of more eligible candidates and develop good bond of relation with the institution.

We appreciate systematic procedure of campus recruitment and the placement team involved in the process.

Please find details of candidates eligible for joining and offer.

Sr. No.	Candidates Name	Score	Designation	Stipend per month
		Out of 60		Per Month
1	Er. Sheetal Ramchandra Shirsat BE Civil	28	Assistant Engineer Intern	11000.00/-
2	Er. Aishwarya Mahendra Aher BE Civil	28	Assistant Engineer Intern	11000.00/-
3	Er. Manoj Mangesh Lonari BE Civil	27	Site Engineer Intern	11000.00/-

The appointment of the candidate is subject to following terms and conditions:

1. Candidates will be eligible for Individual Bonus, Benefits and Upraisal depending upon the individual performance, target completion, development of skill set and after completion of internship period of 6 months.
2. **Valid Driving License (learning/ permanent)** should be produced by the candidate before joining and should observe personal safety while driving.
3. Medical Cover and Life Insurance in group or individual will be paid separately under **fixed benefits** for personal safety after submission of necessary documents for the purpose of registration.
4. The candidate is expected to report to the office with consent to join the organization.
5. The place of work is Nashik city, however the male candidates may require to travel all over Maharashtra.
6. In case project work needs manpower deployment at another location, he/she will be transferred to that location with a notice period of a week.

7. When a candidate is required to visit a site or sites, he/she will be reimbursed the applicable travel expenses along with lodging and boarding charges at actual with capping of Company/ Organization limits.
8. The performance of the candidate will be evaluated on a quarterly basis and accordingly he/she will be rated for higher responsibilities and growth in organization.
9. In the event of separation, the candidate shall give one month's notice prior to the date of separation. In case services of the candidate are not required or found to be below the expectation, the organization will serve the candidate one month's notice.
10. In lieu of one month's notice either party can pay one month's salary and effect immediate separation.

--

Dhanyavad,  
Aniruddha Sunil Pathak,  
**Civil Engineer Contractor and PMC,**  
7B Nayan Vihar, Gunjal Baba Nagar,  
Hirawadi Panchavati, Nashik - 422009.

Mob – +91 94052 77989

email – [aniruddhpathak21@gmail.com](mailto:aniruddhpathak21@gmail.com)

[Quoted text hidden]



9<sup>th</sup> November 2021

Nagesh Bhiwgade,

Mehar Nagar, Arvi, Wardha,

Maharashtra – 442201

Dear Mr. Bhiwgade,

This refers to your interview and our subsequent offer, which has been accepted by you. The details of your appointment and terms and conditions are given below:

- Designation** : Junior BIM Engineer
- Department** : ACS
- Commencement** : 20<sup>th</sup> September, 2021
- The base of Operation:** At our office in Ahmedabad or at Site. However, your service may liable to transfer at the sole discretion of management, in such other capacity as the company may determine to any department, Section, location, associate, sister concern, or subsidiary at any place in India or abroad, whether existing today or which may come up in future. In such case, you will be governed by the term & conditions of the service applicable at the new placement location
- Your CTC will be **Rs.2,31,000.00 Per Year**. This salary will be applicable as per the taxation norms.
- Further Terms & Conditions:** This appointment is further subject to the General Terms & Conditions of Service for employees employed by **Virtual Building Studio Private Limited** a copy of which is attached as **Annexure – II**
- Acceptance of this Appointment:** Please sign and return to us the enclosed duplicate of this letter in token of your acceptance of this appointment.
- The terms and conditions applicable to it as detailed above and, in the appendices, attached hereto. We sincerely hope that this will be the beginning of a long and mutually beneficial association.



**VirtualBuilding** studio™  
Drawing together

For, Virtual Building Studio

*Ankit*

Ar. Ankitkumar Kansara  
CEO

**ACKNOWLEDGMENT**

Read and accepted by:

Employee Name: **Nagesh Bhiwgade**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

☎ +01-646-712-9324 (USA)  
☎ +44-203-318-5947 (UK)  
☎ +91-951-243-2931 (INDIA)

🌐 [www.virtualbuildingstudio.com](http://www.virtualbuildingstudio.com)  
✉ [contact@virtualbuildingstudio.com](mailto:contact@virtualbuildingstudio.com)

📍 **VIRTUAL BUILDING STUDIO PVT. LTD.**  
B-15, Nivid Apartment, Narayan Nagar Road  
Jethabhai Park, Paldi, Ahmedabad, Gujarat  
INDIA 380007  
CIN: U74999GJ2019PTC111549

( Erstwhile known as MOONAP DESIGNER AND ENGINEERS LLP and VIRTUAL BUILDING STUDIO LLP subsequently )



## ANNEXURE- I

SALARY BREAKUP		
DETAILS	MONTHLY	ANNUALLY
Basic	15,036.00	1,80,432.00
<b>SUB TOTAL</b>	<b>INR 15,036.00</b>	<b>INR 1,80,432.00</b>
Employee Gratuity contribution	723.00	8,679.00
Statutory Bonus	1,252.00	15,021.00
ESI Employer	489.00	5,868.00
<b>TOTAL (A)</b>	<b>INR 17,500.00</b>	<b>INR 2,10,000.00</b>
DEDUCTIONS	MONTHLY	ANNUALLY
ESI Employee	113.00	1,356.00
<b>NET PAY</b>	<b>INR 14,923.00</b>	<b>INR 1,79,076.00</b>
Performance Linked Incentives (B)		INR 21,000.00
<b>Total (A+B)</b>		<b>INR 2,31,000.00</b>
a. Performance linked Incentives will be payable based on performance during the period April to March. The PLI payout shall be guided as per the prevalent Policy (PLI will not be applicable for joining quarter and resigning quarter).		



## ANNEXURE- II

### GENERAL TERMS AND CONDITIONS OF SERVICE FOR EMPLOYEES EMPLOYED BY Virtual Building Studio AHMEDABAD.

#### 1. NOTICE OF TERMINATION

**30 days'** notice on either side with the Company retaining the right to pay one month's Salary in lieu of the notice.

#### Termination on account of Misconduct, Unethical behaviour or gross violation of company's code of conduct

Your employment is liable for termination any time during your probation or thereafter, without any prior notice if you are found guilty of Misconduct, Unethical behaviour or Gross violation of company's code of conduct that may directly or indirectly cause harm to company's image, business, clients, client's employees, company's employees or any business affiliate.

#### 2. TRANSFERABILITY

Your initial posting will be at Ahmedabad. However, your service is liable to be transferred at the sole discretion of management, in such other capacity as the company may determine, to any department/ Section, location, associate, sister concern or subsidiary, at any place of India or abroad, whether existing today or which may come up in future.

In such a case, you will be governed by the terms & conditions of service applicable at the new placement location.

#### 3. CONFIDENTIALITY

During the continuous of your employment or at any time thereafter, you shall not discuss, divulge or communicate by words or otherwise to any person(s) whatsoever, any information of a secret or confidential nature entrusted to you or coming to your knowledge, relating to the trade or business of the company or of any group / sister companies or any of its customers or to the methods, process, Business logics, Lead, customer data, server setup, server passwords, customized scripts, customized report and its Employee Data or to any experiments made by them or any of them or by any person in their employment or relating to the prices paid or charged by or the customer of the company or its group/ sister companies, or administrative/ organizational matters of the company which may be your personal privilege to know by virtue of being an employee of the company or any such other information, the disclosure of which in the opinion of the company, is likely to be prejudicial to the interests of the company.





#### 4. Non-Solicitation:

You hereby agree that, while you are employed by Company, following the termination of your employment with Company, you will not (i) recruit, attempt to recruit or directly or indirectly participate in the recruitment of, any Company employee or (ii) directly or indirectly solicit, attempt to solicit, canvass or interfere with any customer or supplier of Company in a manner that conflicts with or interferes in the business of Company as conducted with such customer or supplier.

#### 5. External Engagement:

We expect you to devote your primary work efforts to the business of the Company. This requires you to refrain from any outside employment or personal business during office hours.

#### 6. Conflict of Interest:

We expect all the employees to be loyal to the company's business interest, clients and therefore avoid any actual or apparent conflict of interest. A "conflict of interest" exists whenever an individual's personal interests interfere or conflict in any way with the interests of the company as a whole. A conflict situation can arise when an employee takes actions or has interests that may make it difficult to perform his or her Company work objectively and effectively.

#### 7. Retirement age

You shall retire from the services of the Company on attaining the age of **58 (Fifty-Eight)** years.

#### 8. Intellectual Property Rights:

If you conceive any new or advanced method of improving designs / processes / formula / systems, etc. in relation to the business / operations of the company, such developments will be fully communicated to the company and will be, and remain, the sole right / property of the company.

#### 9. BACKGROUND VERIFICATION

This appointment letter is contingent upon successful completion of a background check, including a check of your employment references. This appointment letter can be rescinded based upon data received in the background check.

#### 10. OTHER TERMS AND CONDITIONS

You will, unless prevented by ill health or accident and save while on approved leave, devote the whole of your time, attention, and abilities to the business of the Company.

10.1. You will not at any time hereafter, without the consent of the Company in writing, except under legal duress, divulge or make public any matter relating to the Company's transactions, dealings or plans which are of confidential nature.

10.2. You will be true and faithful to the Company on all your accounts, dealings and transactions whatsoever relating to the business of the Company, and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as shall be so authorized by the Company.



**VirtualBuilding** studio<sup>TM</sup>

*Drawing together*

- 10.3. It is expressly agreed that this Appointment is made on the basis that your services being mainly of a Management and/or Supervisory nature, you will not be entitled to any rights, privileges, and benefits as may be or become applicable to employees covered by the Industrial Disputes Act, 1947.
- 10.4. From time to time, the company may change, modify, suspend, interpret, or cancel at any time, any terms contained herein, in whole or in part, without having to consult with or obtain agreement from the employee. The company also reserves the right to make decisions involving employment as needed in order to conduct its operations in a manner that is beneficial to the employees and the company in compliance with all relevant legislations.

\*\*\*\*\*

☎ +01-646-712-9324 (USA)  
☎ +44-203-318-5947 (UK)  
☎ +91-951-243-2931 (INDIA)

🌐 [www.virtualbuildingstudio.com](http://www.virtualbuildingstudio.com)  
✉ [contact@virtualbuildingstudio.com](mailto:contact@virtualbuildingstudio.com)

📍 **VIRTUAL BUILDING STUDIO PVT. LTD.**  
B-15, Nivid Apartment, Narayan Nagar Road  
Jethabhai Park, Paldi, Ahmedabad, Gujarat  
INDIA 380007  
CIN: U74999GJ2019PTC111549

( Erstwhile known as MOONAP DESIGNER AND ENGINEERS LLP and VIRTUAL BUILDING STUDIO LLP subsequently )



Sneha Salkade &lt;sneha.salkade@ggsf.edu.in&gt;

## Fwd: Walk -in Interview in GGSCERC,Nashik

pravin shinde <pravin.shinde@ggsf.edu.in>

Tue, Feb 22, 2022 at 12:50 PM

To: vijay sarode <vijay.sarode@ggsf.edu.in>, Madhukar Dube <madhukar.dube@ggsf.edu.in>

Cc: Natraj VM <vm.natraj@ggsf.edu.in>

Bcc: sneha.salkade@ggsf.edu.in

Respected sir,

This is to inform you that three candidates of Passout batch from Civil Engineering Department selected in ACC Ltd Nashik.

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

From: **Sandip PAWAR** <sandip.pawar@acclimited.com>

Date: Tue, 22 Feb 2022 at 12:37

Subject: Walk -in Interview in GGSCERC,Nashik

To: <pravin.shinde@ggsf.edu.in>

Dear Sir,

This is to inform you that we have conducted a Walk -in interview on 21st January 2022 in your college for the post of Help Bike Engineer. We have selected the following Civil Engineers for the post of HBE. We have offered them Rs.15000/- as a monthly salary and additional Rs.2500 to Rs.10000/- as a monthly performance target incentive for the post of HBE.

Sr.No	Student Name	Passing Year	Mobile Number
1	Nihal Patel	2021	7387185613
2	Bhavesh Torawane	2021	8983139503
3	Summet Mhasne	2020	7666629860

Regards,

Sandip Pawar

Cell:09561011337

[sandip.pawar@acclimited.com](mailto:sandip.pawar@acclimited.com)

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

This e-mail is confidential and intended only for the use of the above named addressee. If you have received this e-mail in error, please delete it immediately and notify us by e-mail or telephone

--

Regard's,

**Prof.P.B.Shinde**

**Assistant Professor,**

**GGCOER,Nashik.**

**Mobile No.7709512367**

[pravin.shinde@ggsf.edu.in](mailto:pravin.shinde@ggsf.edu.in)

**"Please consider the environment before printing this email! Every 3000 A4 paper costs one tree. Please do not print unless you really need it."**

**Go Green!!**

***Institute Vision***

An institute striving for excellence in providing transformative academic education and stimulating environment for research to enhance skills for developing intellectuals and to inculcate quality education with social and technical knowledge which will benefit the society and industrial challenges.

***Civil Engg. Program Vision Link:***

<https://engg.ggsf.edu.in/civil#1471086370584-00f3a61d-e153>



# NISARGA

STHAPATYA PVT. LTD.

O/W:-NSPL/2022/JAN/

Date: 19/01/2022

To,  
Mr.Nilesh Bhoi,  
S/o: Khadgoan,Jamner Jalgoan  
Maharashtra-424206  
Contact No- 7447236488

**Ref: Your application for employment, and subsequent interviews.**  
**Sub: Appointment Letter for the post of GET, at Pune Office.**

Dear Mr. Nilesh Bhoi,

With reference to your application, credentials and subsequent interviews you had with us, we are pleased to appoint you for the post of "GTE" in Project Department.

1. Initially you are appointed on probation for a period of Three Months. You are probationer even on the completion of the said period of Probation until your services are confirmed in writing.
2. Your appointment will effective from 19 JAN 2022 and you will be located at Pune Office.
3. Your CTC will be Rs 9,000/- (Nine Thousand Rupees only) per month. Your Salary structure/pay package including other perquisites, benefit etc. shall be as per the statement which will be provided after completion of probation period or as per instructions of Directors.
4. Your initial posting will be at our Pune Office. However, it is expressly understood that your services are transferable to another branch/ location/ Site and post of place or to any sister concern where in requirement exists or which may come into existence hereinafter. Also, the management can shift the Premises anywhere in India and you will report for work at the shifted place.
5. You will work under the supervision of such officer/s as may be decided upon by the Management from time to time.
6. All rules and regulations of the Office and Site as per HR Manual shall be applicable to you and you are liable and responsible for the compliances of the same.
7. On the terms recorded hereunder, you have agreed to be associated exclusively with the Company for rendering services as a "GTE" for a term of minimum 2 years at the Company. Any breach of this minimum tenure will make you liable for paying damages to the Company, for which Company will be the sole judge and appropriate actions as per law.

**NISARGA STHAPATYA PVT. LTD.**

A 202, ACME Valencla, Bumkar Nagar, Narhe, Pune-Satara Road, Pune- 411041

M : +91 8411000058 E : nisargasplpune@gmail.com

8. A clear ONE month's notice period is required to be given by you in case you want to leave the services of the Company. The company, at its sole discretion may decide to relieve you by accepting one month's payment in lieu of notice period.
9. You are required to handover the charge along with all relevant documents, files, information, and data in soft as well as hard form to your superiors, and obtain the Clearance Certificate, failing which the full and final payments may be kept on hold.
10. The Company has right to terminate your services with one month's notice or payment in lieu of notice period. However, in case of indulgence in any grave and serious misconduct and/or behaviour, the Company reserves its right to remove you from the services without any notice and payment in lieu of notice period and compensation of any type.
11. You will observe all the rules and regulations of the Company and breach of it will make you liable for appropriate disciplinary action, as deemed fit.
12. By virtue of your association, you will have access to lot information and data of the Company. You shall not divulge any of such information, even partially, and or data known and available to you, to competitors or use it for personal benefit to you. The entire information and data are the property of the Company. Indulgence in misuse of information and data will be viewed seriously and will make you liable for legal actions as deemed appropriate, besides disciplinary actions, and damages.

Please sign a duplicate copy of this letter as a token of acceptance of above terms and condition. We look forward for your career growth and a mutually beneficial and long-term association.

**FOR NISARGA STHAPATYA PVT LTD.**

  
**AUTHORISED SIGNATORY.**

**Received and accepted.**

(Mr.Nilesh Bhoi)



20<sup>th</sup> August 2021

Sub: Offer of employment by Pin Click

Dear **Omkar Prashant Bharade**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”, *with effect from 25<sup>st</sup> August 2021.*

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 Pin Click employee will be at the **Mumbai** 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 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 15daysnotice period or 15day’ssalary 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.



The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

	<b>Name</b>	<b>Omkar Prashant Bharade</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>25<sup>st</sup> August 2021.</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	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
	<b>Sub-Total I / Gross Pay</b>	<b>20,891</b>	<b>2,50,692</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	792	9,504
<b>A-B</b>	<b>Net Salary</b>	<b>19,899</b>	<b>2,38,788</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	792	9,504
	Gratuity	317	3,804
	<b>Sub Total II</b>	<b>1,109</b>	<b>13,308</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>22,000</b>	<b>2,64,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> *Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> <li>* The Offer/ Salary Is Subjective to Completion of Training</li> <li>*Two-wheeler is mandatory with valid driving license</li> <li>* 15 days of training period</li> </ul> <ul style="list-style-type: none"> <li>• Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			





The details of your annual earnings are as **Annexure B.**

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Omkar Prashant Bharade</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>25<sup>st</sup> August 2021.</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	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
	<b>Sub-Total I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>Sub Total II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> *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>*Two-wheeler is mandatory with valid driving license</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.</li> </ul>			

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



### 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: \_\_\_\_\_



**Shakuntala Infrastructure  
Sinner**

Date :

## ***CERTIFICATE***

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Pawar Ankush Shantaram**, an interns has successfully completed internship for 15 months (**From 12th Jun 2020 to 12th Mar 2022**) as a site engineer and quality control engineer. During this period he was punctual, hard working and inquisitive. He is skilled in making computerised municipal and structural drawings.

We wish him every success in life.

Thanks & Regards,

**For. Shakuntala Infrastructure**

**Builder, Contractor**

Authorized Signature,

Eng. Nilesh Shinde

**Shakuntala Infrastructure** Builder, Contractor

Mob.No.:- 9657547827

Add : At post- Manegaon, Tal. Sinner, Dist. Nashik.

Jan 12, 2022

## OFFER LETTER

**Dear Pooja Thambare,**

This is with reference to the discussion that we had with you, we are pleased to offer you the position of Digital Relationship Managerin HDFC securities Ltd.

Grade : Executive  
Department : Digital Center - Nashik  
Location : DC Nashik

A detailed appointment letter will be issued to you on your joining and completion of procedural formalities. The annual compensation and benefits applicable to you is attached as annexure, you may please go through.

We request you to join us at the earliest but not later than January 15, 2022failing which the offer stands revoked.

On the day of your joining you will be required to provide photocopies of the following documents:

1. Passport Size color photographs ( 4No.s)
2. Attested copies of Educational/ Professional Qualification degrees (HSC/ Graduation/ PG/ MBA)
3. Proof of Date of Birth
4. ID proof (PAN card, Driving license, Voter ID)
5. Residence proof (Ration card, Voter ID, Electricity bill,etc)
6. Relieving Letter from previous employer

### Condition Precedent

1. The organization receiving satisfactory character reference to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage of your career. Additionally, the organization reserves the right to seek references from your current/ previous employer at any stage, subsequent to your acceptance of this offer letter.
2. In case of negative feedback, the company reserves the right to take any strict action against your employment with HDFC securities Ltd.
3. The organization receiving attested copies of all your degree and professional qualification certificates.
4. The organization receiving a satisfactory report of a routine medical examination with your medical center(if applicable)
5. NISM series 8 clearance certificate at the time of joining or within 90 days of joining (if applicable), failure of which the company reserves the right to take any strict action against your employment with HDFC securities Ltd.
6. Subject to successful completion of the training and assessment (if applicable)

Kindly send your acceptance of this offer through a reply to this mail and the contact details of two professional references. You are advised to confirm your acceptance within 3 days of receiving this offer, post which the offer, by design, is withdrawn.

We look forward to your long career with us.

Regards,  
Hudka Komal Bhagvanjibhai  
Authorized Signatory- HR  
HDFC securities Ltd.

Date: -5th October, 2021  
Place: - Mumbai

---

To  
Pushnavi Sharad Gite,

We are delighted and excited to welcome you at Muskurahat Foundation as a Fundraising Intern. At Muskurahat Foundation, we believe that our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play significant role in the overall success of the organization and we wish you the most enjoyable, learning packed and truly meaningful internship experience with Muskurahat Foundation.

Your Appointment will be governed by the terms and conditions presented in Annexure A.

We look forward to you joining us. Also, please confirm your acceptance of offer over mail.

Congratulations!



Himanshu Goenka,  
Founder & President,  
Muskurahat Foundation.

---

REGD: - MAH/1029/16/THANE

Address- F-3/4, Chandresh Siddhi, Shakeshwar Nagar, Achole Road, Nalasopara (East). Thane- 40109  
Contact: - 9158049925, E-mail- [info@muskurahat.org.in](mailto:info@muskurahat.org.in), Website- [muskurahat.org.in](http://muskurahat.org.in)

DATE: 29/Jan/2022

## APPOINTMENT LETTER

To,

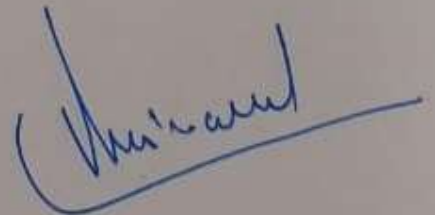
Mr Ruman Qureshi,

Nashik.

This is to inform you that you have been appointed as Junior Civil Engineer in our firm w.e.f 13/01/2022 as per following terms:

- 1) Your post shall be **Site in charge** (Junior engineer)
- 2) Your effective joining date is be 13/January/2022
- 3) Your consolidated payment shall be 12000/- (Rs. Twelve thousand only) per month including all allowances.
- 4) Your normal working hours shall be from 9.00 am to 6.00 pm, however if the work load demands, you will have to work beyond the normal working hours, no overtime shall be paid for the same.
- 5) You will be entitled to petrol allowance beyond the first site of work for which you will have to submit actual mileage sheet every month. No petrol allowance shall be paid till first site of work.
- 6) You will be provided with attendance app (UBI attendance) on your mobile phone, it is mandatory to punch the attendance in the app on daily basis. Salary and attendance shall be calculated on the basis of the app report only.
- 7) Your weekly off shall be Saturday (subject to work load on site the weekly off will have to be adjusted accordingly)
- 8) Apart from weekly off you will be entitled to 9 (Nine) paid leaves per calendar year, along with national and other holidays as per company policy.
- 9) Beyond the above mentioned holidays, you will have to take prior approval if you wish to take holidays for personal reasons.
- 10) You will have to give written notice of 60 days before resigning from the post.
- 11) You are expected to maintain overall discipline on the site assigned to you.

All the best, wish you a great working experience with us.



DATE: 29/Jan/2022

## APPOINTMENT LETTER

To,

Mr Ruman Qureshi,

Nashik.

This is to inform you that you have been appointed as Junior Civil Engineer in our firm w.e.f 13/01/2022 as per following terms:

- 1) Your post shall be **Site in charge** (Junior engineer)
- 2) Your effective joining date is be 13/January/2022
- 3) Your consolidated payment shall be 12000/- (Rs. Twelve thousand only) per month including all allowances.
- 4) Your normal working hours shall be from 9.00 am to 6.00 pm, however if the work load demands, you will have to work beyond the normal working hours, no overtime shall be paid for the same.
- 5) You will be entitled to petrol allowance beyond the first site of work for which you will have to submit actual mileage sheet every month. No petrol allowance shall be paid till first site of work.
- 6) You will be provided with attendance app (UBI attendance) on your mobile phone, it is mandatory to punch the attendance in the app on daily basis. Salary and attendance shall be calculated on the basis of the app report only.
- 7) Your weekly off shall be Saturday (subject to work load on site the weekly off will have to be adjusted accordingly)
- 8) Apart from weekly off you will be entitled to 9 (Nine) paid leaves per calendar year, along with national and other holidays as per company policy.
- 9) Beyond the above mentioned holidays, you will have to take prior approval if you wish to take holidays for personal reasons.
- 10) You will have to give written notice of 60 days before resigning from the post.
- 11) You are expected to maintain overall discipline on the site assigned to you.

All the best, wish you a great working experience with us.



# **M/S M.S. BINNAR CONSTRUCTION**

**GOVT CONTRACTORS AND CIVIL ENGINEEERS, SINNAR, NASHIK**

**Office Address : Front of Sinnar Bus Stand, Kamala Market, Sinnar, Nashik-422103**

**GST. No. 27AUPPB6730P4ZZ**

**Gmail :rajendra.binnar88@gmail.com**

---

**Ref.: MSB/EC/0122-23**

**Date: 16/05/2022**

## **TO WHOM SO EVER IT MAY CONCERN**

This is to certify that 'Mr. Rushikesh Sadgir' has been working in M/S M. S. BINNAR CONSTRUCTION From 03 April 2019 to 12 May 2022.

During this tenure he was employed as Project Engineer in industrial construction department.

We found his honest, sincere & hard working employee.

We wish his all the best in future endeavours.

For **M. S. BINNAR CONSTRUCTION**

**Authorized Signatory**





वाचा :- १) महाराष्ट्र जिल्हा परिषदा, जिल्हा सेवा (सेवाप्रवेश) नियम १९६७.

२) वित्त विभाग, यांचेकडील शासन निर्णय क्रमांक अनियोजित/१००५/१२६/सेवा-४ दि. ३१/१०/०५

३) वित्त विभाग, यांचेकडील शासन निर्णय क्रमांक अकंपा-१०००/प.क्र.१/२०१०/वित्तीय सुधारणा-१ दि. ०५/०६/२०१०

४) सामान्य प्रशासन विभाग, शासन निर्णय क्रमांक-अकंपा-१२१७/प्र.क्र.१०२/आठ दिनांक:- २१/०९/२०१७

५) ग्रामविकास विभाग, मुंबई यांचेकडील पत्र क्र. अकंपा-६११८/प्र.क्र.३२७/आस्था-७ दि. १७/०९/२०१८

६) ग्रामविकास विभाग, मुंबई यांचेकडील पत्र क्र. संकीर्ण-२०१८/प्र.क्र.१७३/आस्था-८ दि. २८/०९/२०१८

७) ग्रामविकास, बांधकाम भवन, मुंबई यांचेकडील पत्र क्र. डिएसआर-२०१९/प्र.क्र.१६/आस्था-५ दि. ६/३/२०१९

८) ग्रामविकास, बांधकाम भवन, मुंबई यांचेकडील पत्र क्र. संकीर्ण-२०१८/प्र.क्र.१७३/आठ दि. ६/७/२०१९

९) वित्त विभाग, यांचेकडील शासन निर्णय शुध्दीपत्रक क्रमांक अर्थसं-२०२०/प्र.क्र.६५/अर्थ ३ दि. ३०/७/२०२०

१०) सामान्य प्रशासन विभाग, शासन परिपत्रक क्र. अकंपा-१२२०/प्र.क्र.१६७/का-८ दिनांक:- ०६/०९/२०२१

११) कार्यालयीन मंजूर टिपणी दिनांक :- २१/०९/२०२१

### अनुकंपा नियुक्ती आदेश

नाशिक जिल्हा परिषद, नाशिक

जा.क्र.जिपना/साप्रधि/आस्था-६/१७०९/२०२१.

नाशिक दिनांक- २१/०९/२०२१

शासन सेवेत असतांना दिवंगत झालेल्या कर्मचा-यांच्या नातेवाईकांना त्यांचे ज्येष्ठतेनुसार व शैक्षणिक पात्रतेनुसार अनुकंपा कारणास्तव शासन सेवेत गट क व गट ड या पदावर सामावून घेणे बाबत शासन निर्णयान्वये वेळोवेळी दिलेल्या मार्गदर्शक सुचना व आदेशानुसार जिल्हा परिषद, नाशिक अंतर्गत उपलब्ध असलेल्या गट क व गट ड पदावर अनुकंपा तत्वावर नियुक्ती करावयाची आहे. संदर्भ क्र. ४ व १० च्या शासन निर्णय व परिपत्रकानुसार अनुकंपा प्रतिसाधनेतील ज्येष्ठतेनुसार पात्र असणा-या अर्जदार यांच्या शैक्षणिक अर्हता, पदाच्या अर्हतेनुसार तसेच पदाच्या उपलब्धतेनुसार जिल्हा परिषद / पंचायत समिती अंतर्गत कनिष्ठ अभियंता (इभद) (गट-क) सरळसेवेच्या रिक्त पदावर मी मुख्य कार्यकारी अधिकारी, जिल्हा परिषद, नाशिक खालील पात्र उमेदवार यांना या आदेशान्वये त्यांचे नावासमोर नमुद केलेल्या पदावर अनुकंपा तत्वावर नियुक्ती देत असून त्या समोर नमुद केलेल्या ठिकाणी पदस्थापना देत आहे. सदरची नियुक्ती ही या आदेशात नमुद केलेल्या अटी व शर्तीस अधिन राहून करण्यात येत आहे

अ. क्र.	दिवंगत कर्मचारी नांव व पदनाम	अनुकंपा नामनिर्देशित वारसदार नांव	अनुकंपा नियुक्तीचे पदनाम	वेतन-श्रेणी	उमेदवाराचा सामाजिक प्रवर्ग	उमेदवार निवडीचा प्रवर्ग	पदस्थापना दिलेले ठिकाण व तालुका
१	२	३	४	५	६	७	८
१	कै. विठठल जगन्नाथ सोनवणे	कु. सारंग विठठल सोनवणे	कनिष्ठ अभियंता (गट क) (इभद)	मॅट्रिक्स स्तर एम-१४ रु.३८६००-१२२८००	खुला	खुला	उपविभाग-३ व २ अनुकंपा जि.प. नाशिक

### नियुक्तीच्या अटी व शर्ती

- उमेदवारांस देण्यात आलेली नेमणूक ही निव्वळ तात्पुरत्या स्वरूपात देण्यात येत आहे. अनुकंपा प्रकरणी सादर केलेले कागदपत्र बनावट अथवा खोटी असल्याचे भविष्यात निदर्शनास आल्यास सादरची नियुक्ती तात्काळ रद्द करण्यात येईल.
- उमेदवारांनी सादरचा आदेश प्राप्त झालेपासून ३० दिवसांचे आत त्यांना दिलेल्या पदस्थापनेच्या कार्यालयात हजर होणे आवश्यक आहे. असून हजर होते वेळी भारतीय घटनेतील तरतुदीनुसार भारतीय संघ राज्याशी एकनिष्ठ राहणे बाबत शपथ घ्यावी लागेल. तसेच संबंधित कार्यालयाचे कार्यालयप्रमुखानी त्यांचे कार्यालयात या आदेशानुसार हजर होणेसाठी येणारे उमेदवाराची ओळख पटवून घ्यावी व त्यांचे सर्व मुळ प्रमाणपत्रांची (शैक्षणिक अर्हता, शाळा सोडल्याचा दाखला, जातीचे वैधता प्रमाणपत्र, नॉन क्रिमिलेअर इ.) पडताळणी करून महाराष्ट्र जिल्हा परिषदा जिल्हा सेवा (सेवाप्रवेश) नियम १९६७ तसेच शासन राजपत्र दिनांक- २ फेब्रुवारी, २००६ नुसार पात्र ठरलेची खात्री झाल्यानंतरच हजर करून घ्यावे. तसेच संबंधित उमेदवारांच्या मुळ प्रमाणपत्रांच्या छायांकित सत्यप्रती एक संघ संबंधित मुळ आस्थापना खाते प्रमुख यांचेकडे सादर करावा. (उदा. ग्रामसेवक असल्यास ग्रामपंचायत विभाग जि.प नाशिक, आरोग्य सेवक असल्यास आरोग्य विभाग जि.प नाशिक इत्यादी प्रमाणे)
- शासन निर्णय क्रमांक-बीसीसी २०११/प्र.क्र.१०६४/२०११/१६ व दि.१२ डिसेंबर २०११ नुसार रकाना क्रमांक-७ मध्ये नमुद केलेल्या पैकी अनुसूचित जाती / अनुसूचित जमाती / विमुक्त जाती / भटक्या जमाती / इतर मागासवर्गीय व विशेष मागास प्रवर्गात नियुक्ती झालेल्या उमेदवारांनी त्यांचे जात वैधता प्रमाणपत्र (Validity Certificate) नेमणूक आदेशाच्या दिनांकापासून सहा महिन्यांचे आत जात प्रमाणपत्राची वैधता संबंधित जात पडताळणी समितीकडून करून घेणे कार्यालयामार्फत आवश्यक राहिल. त्याने नियुक्ती स्विकारताच जात वैधता तपासणी करण्यासाठी प्रस्ताव संबंधित जात पडताळणी समितीकडे सादर करावा व जात पडताळणी समितीने दिलेल्या पोहच पावतीच्या साक्षात्कृत प्रत नियुक्ती प्राधिकार यांचेकडे सादर करावी. जात पडताळणी समितीने त्यांचे जात प्रमाणपत्र अवैध ठरविले तर त्यास दिलेली नियुक्ती आदेश रद्द करण्यात येऊन त्या उमेदवारा विरुद्ध महाराष्ट्र जात पडताळणी समितीने त्यांचे जात प्रमाणपत्र अवैध ठरविले तर त्यास दिलेली नियुक्ती आदेश रद्द करण्यात येऊन त्या उमेदवारा विरुद्ध महाराष्ट्र अनुसूचित जाती / अनुसूचित जमाती / विमुक्त जाती / भटक्या जमाती / इतर मागासवर्गीय व विशेष मागास प्रवर्गात नियुक्ती (जातीचे प्रमाणपत्र देण्याचे व त्याचे पडताळणीचे विनियमन) अधिनियम २००० यातील तरतुदीनुसार त्वरीत कार्यवाही करण्यात येईल याची नोंद घ्यावी. तसेच खाते प्रमुख यांनी संबंधित कर्मचा-यांस तात्काळ सेवेतून कार्यमुक्त करावे.
- उमेदवार यांनी हजर झालेचे दिनांकापासून १ महिन्यांच्या आत त्यांनी जिल्हा शल्य चिकित्सक यांचेकडील शारिरीकदृष्ट्या पात्र असलेबाबत संबंधीचे वैधकीय प्रमाणपत्र संबंधित कार्यालयास सादर करणे आवश्यक राहिल.
- महाराष्ट्र जिल्हा परिषदा जिल्हा सेवा (वर्तणूक) नियम १९६७ मधील नियम आणि सामान्य प्रशासन विभाग, मुंबई शासन निर्णय क्र. वशिअ-१२१४/प्र.क्र.२६/११ दि.२ जून २०१४ व दिनांक-०७/०९/२०१६ मधील तरतुदीनुसार उमेदवाराने नियुक्तीच्या दिनांकापासून तीन महिन्यांच्या कालावधीत त्यांची स्वतःची मत्ता व दायित्वे (Assets & Liabilities) याबाबतचे विहीत विवरणपत्र सादर करावेत.
- जिल्हा परिषदेची सेवा सोडल्याचे असल्यास एक महिना आगाऊ सुचना / नोटीस संबंधित कार्यालयास घ्यावी लागेल किंवा एक महिन्यांचे वेतन जिल्हा निधीत जमा करून राजीनामा मंजूर करून घेणे आवश्यक राहिल.
- ग्रामविकास विभाग, शासन परिपत्रक दि.२१/०९/२०११ व शासन शुध्दीपत्रक दि.०७/०९/१८ अन्वये दिलेल्या सुचनेनुसार उमेदवार आंतरजिल्हा बदलीस पात्र राहिल.
- वाचा क्रमांक-४ मधील परिच्छेद क्रमांक-३(८)(आ) नुसार अनुकंपा नियुक्ती मिळाल्यानंतर कुटुंबातील इतर वारसदार यांचा सांगाळ करणे बाबत प्रतिज्ञापत्र प्रस्तावासमवेत संबंधित अर्जदार यांनी सादर केले असून भविष्यामध्ये सादर प्रतिज्ञापत्रांचे उल्लंघन झाल्याबाबतची तक्रार संबंधित कुटुंबातील सदस्यांनी केल्यास त्या संबंधी चौकशी अती अनुकंपा नियुक्ती धारकाने प्रतिज्ञापत्राचे उल्लंघन केल्याचे निष्पन्न झाल्यास त्याला सेवेतून काढून टाकण्याची देखील शिक्का देण्यात येईल.

## Regarding your requirement of Trainee Civil Engineers

Aniruddha Pathak <aniruddhapathak21@gmail.com>

Mon, Jun 6, 2022 at 11:29 AM

To: vijay sarode <vijay.sarode@ggsf.edu.in>

Cc: Madhukar Dube <madhukar.dube@ggsf.edu.in>, vipin.wani@ggsf.edu.in, pravin shinde <pravin.shinde@ggsf.edu.in>

Ref: Recruitment Phase1/Guru Gobind Singh COE&RC/01.06.2022

Date: 03.06.2022

To,

**Mr. Vijay B. Sarode**

Mechanical Engg Dept.

Guru Gobind Singh College of Engineering & Research Centre.

### Subject: Offer to Candidates for joining

Namaste Sir,

With reference to campus drive held on 01.06.2022, We are happy to inform you that 3 out of 4 candidates are found eligible after interviewing and examining.

We thank you for allowing us to conduct the drive and making the hiring process seamless for us. We ensure hiring of more eligible candidates and develop good bond of relation with the institution.

We appreciate systematic procedure of campus recruitment and the placement team involved in the process.

Please find details of candidates eligible for joining and offer.

Sr. No.	Candidates Name	Score	Designation	Stipend per month
		Out of 60		<b>Per Month</b>
1	Er. Sheetal Ramchandra Shirsat BE Civil	28	Assistant Engineer Intern	11000.00/-
2	Er. Aishwarya Mahendra Aher BE Civil	28	Assistant Engineer Intern	11000.00/-
3	Er. Manoj Mangesh Lonari BE Civil	27	Site Engineer Intern	11000.00/-

The appointment of the candidate is subject to following terms and conditions:

1. Candidates will be eligible for Individual Bonus, Benefits and Upraisal depending upon the individual performance, target completion, development of skill set and after completion of internship period of 6 months.
2. **Valid Driving License (learning/ permanent)** should be produced by the candidate before joining and should observe personal safety while driving.
3. Medical Cover and Life Insurance in group or individual will be paid separately under **fixed benefits** for personal safety after submission of necessary documents for the purpose of registration.
4. The candidate is expected to report to the office with consent to join the organization.
5. The place of work is Nashik city, however the male candidates may require to travel all over Maharashtra.
6. In case project work needs manpower deployment at another location, he/she will be transferred to that location with a notice period of a week.

7. When a candidate is required to visit a site or sites, he/she will be reimbursed the applicable travel expenses along with lodging and boarding charges at actual with capping of Company/ Organization limits.
8. The performance of the candidate will be evaluated on a quarterly basis and accordingly he/she will be rated for higher responsibilities and growth in organization.
9. In the event of separation, the candidate shall give one month's notice prior to the date of separation. In case services of the candidate are not required or found to be below the expectation, the organization will serve the candidate one month's notice.
10. In lieu of one month's notice either party can pay one month's salary and effect immediate separation.

--

Dhanyavad,  
Aniruddha Sunil Pathak,  
**Civil Engineer Contractor and PMC,**  
7B Nayan Vihar, Gunjal Baba Nagar,  
Hirawadi Panchavati, Nashik - 422009.

Mob – +91 94052 77989

email – [aniruddhpathak21@gmail.com](mailto:aniruddhpathak21@gmail.com)

[Quoted text hidden]

DATE: 29/Jan/2022

## APPOINTMENT LETTER

To,

Miss Shweta Sonawane,

Nashik.

This is to inform you that you have been appointed as Junior Civil Engineer in our firm w.e.f 14/01/2022 as per following terms:

- 1) Your post shall be **office in charge** (Junior engineer)
- 2) Your effective joining date is be 14/January/2022
- 3) Your consolidated payment shall be 12000/- (Rs. Twelve thousand only) per month including all allowances.
- 4) Your normal working hours shall be from 9.00 am to 6.00 pm, however if the work load demands, you will have to work beyond the normal working hours, no overtime shall be paid for the same.
- 5) You will be entitled to petrol allowance beyond the first site of work for which you will have to submit actual mileage sheet every month. No petrol allowance shall be paid till first site of work.
- 6) You will be provided with attendance app (UBI attendance) on your mobile phone, it is mandatory to punch the attendance in the app on daily basis. Salary and attendance shall be calculated on the basis of the app report only.
- 7) Your weekly off shall be Sunday.
- 8) Apart from weekly off you will be entitled to 9 (Nine) paid leaves per calendar year, along with national and other holidays as per company policy.
- 9) Beyond the above mentioned holidays, you will have to take prior approval if you wish to take holidays for personal reasons.
- 10) You will have to give written notice of 60 days before resigning from the post.

All the best, wish you a great working experience with us.

*Shweta*



*Shweta*





Sneha Salkade &lt;sneha.salkade@ggsf.edu.in&gt;

## Fwd: Walk -in Interview in GGSCERC,Nashik

pravin shinde <pravin.shinde@ggsf.edu.in>

Tue, Feb 22, 2022 at 12:50 PM

To: vijay sarode <vijay.sarode@ggsf.edu.in>, Madhukar Dube <madhukar.dube@ggsf.edu.in>

Cc: Natraj VM <vm.natraj@ggsf.edu.in>

Bcc: sneha.salkade@ggsf.edu.in

Respected sir,

This is to inform you that three candidates of Passout batch from Civil Engineering Department selected in ACC Ltd Nashik.

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

From: **Sandip PAWAR** <sandip.pawar@acclimited.com>

Date: Tue, 22 Feb 2022 at 12:37

Subject: Walk -in Interview in GGSCERC,Nashik

To: <pravin.shinde@ggsf.edu.in>

Dear Sir,

This is to inform you that we have conducted a Walk -in interview on 21st January 2022 in your college for the post of Help Bike Engineer. We have selected the following Civil Engineers for the post of HBE. We have offered them Rs.15000/- as a monthly salary and additional Rs.2500 to Rs.10000/- as a monthly performance target incentive for the post of HBE.

Sr.No	Student Name	Passing Year	Mobile Number
1	Nihal Patel	2021	7387185613
2	Bhavesh Torawane	2021	8983139503
3	Summet Mhasne	2020	7666629860

Regards,

Sandip Pawar

Cell:09561011337

[sandip.pawar@acclimited.com](mailto:sandip.pawar@acclimited.com)

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

This e-mail is confidential and intended only for the use of the above named addressee. If you have received this e-mail in error, please delete it immediately and notify us by e-mail or telephone

--

Regard's,

**Prof.P.B.Shinde**

**Assistant Professor,**

**GGCOER,Nashik.**

**Mobile No.7709512367**

[pravin.shinde@ggsf.edu.in](mailto:pravin.shinde@ggsf.edu.in)

**"Please consider the environment before printing this email! Every 3000 A4 paper costs one tree. Please do not print unless you really need it."**

**Go Green!!**

***Institute Vision***

An institute striving for excellence in providing transformative academic education and stimulating environment for research to enhance skills for developing intellectuals and to inculcate quality education with social and technical knowledge which will benefit the society and industrial challenges.

***Civil Engg. Program Vision Link:***

<https://engg.ggsf.edu.in/civil#1471086370584-00f3a61d-e153>

15-Jan-2022

Tejashree Khairnar

N 42 PC1 10/7 Dr. Hedgewar Nagar Trimurti Chowk, Cidco

4th Scheme Nashik

India

**Appointment Letter for Fixed Tenure Post for Company Employee**

**Dear Tejashree,**

As per your application, we have pleasure in appointing you in our company as **Associate - Ops** w.e.f. **18-Jan-2022** on the following terms and conditions:

**Nature of Post:**

Your post is a tenure post for a fixed period. Initially you are appointed for a period of **36** months i.e. **17-Jan-2025**

On expiry of the above tenure, your services will automatically end without any further notice or communication.

- 1. Place of work:** You are initially posted at **Nashik**.
- 2. Renewal of Tenure:** Depending upon the requirements of company and subject to your suitability to the job, your above tenure may be renewed in writing with mutual consent of both the parties on such terms as may be acceptable to both the parties.
- 3. Nature of Duties:** You will be required to render data processing services and another services incidental thereto or connected therewith.
- 4. Supervision & Control:** You will remain under the supervision and control of our company for the purpose of your transfer, promotion, revision in service conditions, overall performance of your work and termination from service etc. and the same will be decided by our company. However, you will also receive instructions for day to day performance of your duties from company's officers and you will abide by such instructions given by them.
- 5. Responsibilities:**
  1. While rendering data processing services, you must effectively, diligently and to the best of your ability perform all responsibilities implicit in the data processing job and you will ensure results. You will be expected to work extra hours to achieve the results whenever the job so requires.
  2. You will be required to engage yourself exclusively in the work assigned by the company and you will not take up any independent or individual assignment (whether same is part-time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent from our company.
  3. You will ensure that you will not directly or indirectly engage in any activity or have any interest in or perform any service for any person who is involved in activities which are or shall be in conflict with the interest of our company.
  4. Take the responsibility of achieving the targets and objectives given to you from time to time, in order to earn your salary and other benefits.

AUSTRALIA  
COSTA RICA  
INDIA  
THE PHILIPPINES  
ROMANIA  
SRI LANKA  
UAE  
UK  
USA

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

*Adil Nargolwala*

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature



6. **Salary / Leaves:** Your total fixed pay salary will be **INR 1,95,096 (Indian Rupees One Lakh, Ninety Five Thousand And Ninety Six Only)** per annum. A detailed stack-up of your compensation is attached herewith as Annexure. You will be entitled for leaves as per company policy, subject to prior approval from the concerned supervisor.
7. **Confidentiality:** The nature of your job demands highest level of honesty, integrity, secrecy and confidentiality and you will maintain the same and you will not use or divulge or disclose any such confidential information except as per required under obligation of law. This covenant shall endure during your employment and for a period of one year from the cessation of your employment (irrespective of the circumstances or the reasons for the cessation).
8. **General:**
  1. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from services without notice.
  2. Please note that you are required to inform us if there are any agreements, oral or written which you have entered into and which relate to your commitment under this agreement.
  3. While in employment if you indulge in any act of misconduct, you may be suspended pending enquiry without salary.
  4. If during the tenure of your employment, if no work is available for any reason whatsoever you may be laid off without any salary or compensation.
  5. During the tenure you may be sent on deputation or transfer to any other office, location, factory etc of the company located anywhere in India (whether presently in existence or set up in future).
  6. You will not be entitled to any salary if you refuse to do any work assigned to you or refuse to join duty when sent on deputation or transfer.
9. **Separation:** Notwithstanding what is stated hereinabove, if during the period of your working, your services are not found satisfactory, the same may be terminated with 24 hours' notice and without any extra compensation. Similarly, you will be at liberty to resign from the services by giving **60 days** advance notice. The Management can without notice or compensation terminate your services with immediate effect if you contravene any clauses of this Appointment or commit any acts detrimental to the company such as theft, fraud, dishonest, assault, threatening, etc., or any other acts.
10. **Handing Over of Charge:** On cessation of your employment, you will hand over charge to the company truthfully and sincerely and return all the documents or properties of company in your possession. In discharge of the above obligation, you will obtain a No-objection certificate from the company. On receipt of the above No-objection certificate, your full and final dues will be settled.
11. **Other Conditions:**
  1. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice.

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

*Adil Nargolwala*

Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature

2. You will produce character verification certificate from police department within 3 months from joining on your own (not applicable for valid passport holders).
  3. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo pre-process and process training as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. The company invests significant amount of efforts and costs on such training and you will appreciate that in case one is not able meet the required norms during training, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment.
  4. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice.  
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.
12. Your Absence for a continuous period of seven days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company and damages suffered by Company due to loss of billing, etc.

Yours sincerely

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

*Adil Nargolwala*

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature

Annexure			
<b>Name</b>	:	<b>Tejashree Khairnar</b>	
<b>Title</b>	:	<b>Associate - Ops</b>	
<b>Role Band</b>	:	<b>A</b>	
<b>BU</b>	:	<b>Shipping &amp; Logistics</b>	
<b>Compensation Component</b>	<b>Ref</b>	<b>Amount(Rs.) Per Month</b>	<b>Amount(Rs.) Per Annum</b>
Basic Salary		7,316	87,793
House Rent Allowance		3,658	43,897
City Compensatory Allowance		1,312	15,745
<b>Sub Total - I</b>	<b>A</b>	12,286	1,47,435
Bonus / Incentive (1)	<b>(a)</b>	2,457	29,486
Company's contribution to Provident Fund (2)		1,035	12,425
Company's contribution to ESI (3)		479	5,750
<b>Sub Total - II</b>	<b>B</b>	3,972	47,661
<b>Total Fixed Pay</b>	<b>C = A + B</b>	16,258	1,95,096
<b>BENEFITS</b>			
(i) Gratuity payable As per Payment of Gratuity Act, 1972			
(ii) The Company provides following discretionary Insurance benefits: a) Medclaim Benefit: For Self or Family Floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy			
(1) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. <b>The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay.</b> The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			
(2) <b>Company's contribution to Provident Fund (PF):</b> In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
(3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

*Adil Nargolwala*

Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature



**BIMTECH**  
ENGINEERING SERVICES SIMPLIFIED



Date : 26/01/2022

Miss. Tejashree Dashrath Badgujar  
Nashik, Maharashtra  
Subject: Appraisal Letter

**APPRAISAL LETTER**

Dear Miss. Tejashree,

We thank you for continued support and valuable contributions at Bimtech. We would like to Take this opportunity to excess our appreciation and commendation for all your passion, Commitment and concern to contribute towards growth of this great organization.

We take great pleasure in sharing with you that you have been promoted to "JrTekla Modeler" in "SEP 1" Grade and your compensation package has been revised from Rs.7500/- to Rs.12000/- w.e.f 1<sup>st</sup> Feb, 2022 details as per the annexure attached herewith. The other terms and conditions as per your Previous appointment letter not covered in this letter remain unchanged.

We are confident that you will put in your best efforts in discharging your duties and responsibilities Even more efficiency and in the best interest of the organization and measure up to the confidence And faith reposed in you by the management repeatedly. Also, please note that the management Reserves the right to revoke your increment if you resign within 3 months from the effective date of increment.

Your salary details are strictly private and confidential and details in this letter must not be disclosed And discussed to others.

Please acknowledge your acceptance of the revised terms by signing a Duplicate copy of this letter.

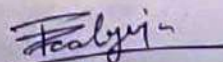
We look forward to a long and mutually beneficial association with us.

Very truly yours,

For **BIMTECH ENGINEERING SERVICES PRIVATE LIMITED**



**AUTHORISED SIGNATORY**

  
Received & Accepted  
(TejashreeDashrathBadgujar)

**BIMTECH ENGINEERING SERVICES PRIVATE LIMITED**  
Registered Address: Office 4, Aditya Shagun Mall, Bavdhan, Pune, India.  
Phone No. +912532951987 | Mobile No. +91 93097 96187 | Website: [www.bimtechengineers.com](http://www.bimtechengineers.com) |  
Mail Id: [sales@bimtechengineers.com](mailto:sales@bimtechengineers.com)

# STONESBRIDGE ENGINEERING PRIVATE LIMITED

905, Hubtown Viva, CTS 330 PT, Shankarwadi, Western Express Highway, Jogeshwari (East),

Mumbai - 400060, MH, India

Company Identification Number: U70100MH2020PTC348659

Email:Stonesbridge.5418@gmail.com

SEPL/HR/OFFER/21-22/112

Date: 06/07/2021

To,

**Mr. Vishal Pande**

At.Post Pimpalgaon Matha,

Tal-SangamnerPin-712410

M:+91 9011714935,

E: pandevishal1998@gmail.com

## OFFER LETTER

Dear Mr. Vishal,

On behalf of **Stonesbridge Engineering Pvt. Ltd.**, We are pleased to offer you the position of **Trainee-Site Engineer** with the Company. Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by 10<sup>th</sup> July 2021, this employment agreement ('Agreement') shall stand terminated.

**The terms and conditions of your employment are as follows:**

### **1. Day of Commencement:**

You are expected to report to your duties as from **9<sup>th</sup> July 2021**.

### **2. Training Period:**

You shall be on Training for a period of 3 months (the '**Training Period**') from your actual date of joining. During the Training Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's HR Policy. At the end of the Training Period, the Company may Take you on the payroll and continue your services, subject to your performance meeting the requisite standard, by issuing the Offer letter (the '**Offer Letter**'). You will be on "Probation" for 3 months, until such Offer Letter is issued, you are deemed to be on Training.

### **3. Notice Of Termination**

This Trainee Appointment can be Terminated with immediate effect based on the performance OR fail to comply with company HR Policy.

### **4. Reporting:**

You will report to your designated supervisor on the commencement date. You are required to comply with the Company's rules and regulations at all given times and should always act in manner that protects the Company's interest.



# STONESBRIDGE ENGINEERING PRIVATE LIMITED

905, Hubtown Viva, CTS 330 PT, Shankarwadi, Western Express Highway, Jogeshwari (East),

Mumbai - 400060, MH, India

Company Identification Number: U70100MH2020PTC348659

Email: Stonesbridge.5418@gmail.com

## 5. Allocated Place of Work:

You will be based on the Company's Site in Sindkhed Raja, Dist. – Buldhana, Maharashtra.

## 6. Roles and Responsibilities:

Your roles and responsibilities are outlined in the job description which is an extension to this offer letter. Your signature will imply that you fully agree with all the terms & conditions laid out in this offer letter.

## 7. Compensation:

You are entitled to an Annual compensation (CTC) amounting to Rs.220262 /- (Rupees Two Lack Twenty Thousand Two Hundred Sixty Two Only) which will be subject to all statutory and company deductions with regards to the law. Detailed salary structure will be share with appointment letter at the time of joining.

## 8. Leave:

You will be entitled to 28 working days of leave at full pay after completion of your probation period (after 6 months from date of joining). However, the leave days should only be taken at a time most suitable for both you and your employer.

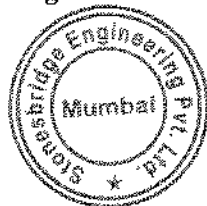
## 9. Copyrights and Ownership:

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

Yours Faithfully,  
for Stonesbridge Engineering Pvt. Ltd.



Mr. Jenil V. Patel  
Director



To affirm your acceptance to the terms and conditions laid out in this letter kindly sign below.

Sign :

Name :

Date :



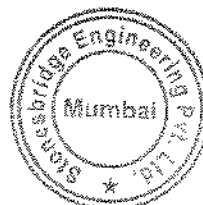
# STONESBRIDGE

STONESBRIDGE ENGINEERING PVT. LTD.

Employee CTC Breakup yearly						
EMPLOYEE NAME : MR.VISHAL PANDE			POSITION : TRAINEE - SITE ENGINEER			
DOJ: 9-JULY-2021			LOCATION : Sindkhed Raja (Project Site)			
SALARY STRUCTURE						
FIXED ALLOWANCE	TYPE	MONTHLY	YEARLY	LIMITS/ WAGES	ANNUAL PACKAG E	TAX LIMITS
BASIC +DA	TAXABLE	9300	111600	50.0%	220262	
HRA	TAX EXEMPT	0	0	50.0%		
EDUCATION ALLOWANCE	TAX EXEMPT	0	0			2400
NEWSPAPER ALLOWANCE	TAX EXEMPT	0	0			6000
MOBILE ALLOWANCE	TAX EXEMPT	0	0			12000
PETROL ALLOWANCE	TAX EXEMPT	0	0			21800
LTA	TAX EXEMPT	0	0			25000
DRIVER ALLOWANCE	TAX EXEMPT	0	0			10800
OTHER ALLOWANCE	TAXABLE	6213	74556			
<b>TOTAL GROSS</b>		<b>15513</b>	<b>186156</b>			
PF EMPLOYEE		1116	13392	12%	15000	
ESIC EMPLOYEE		116	1396	0.75%	0	
PROFESSIONAL TAX		200	2400			
INCOME TAX		0	0			
<b>TOTAL EMPLOYEE Contribution</b>		<b>1432</b>	<b>17188</b>			
VARIABLE PAY		0	0			
PF EMPLOYER		1116	13392	12%	15000	
ESIC EMPLOYER		504	6050	3.25%	0	
GRATUITY	Upto 20L No Tax	447	5368	4.81%	9300	
SATUTORY BONUS	TAXABLE	775	9296	8.33%	0	
<b>TOTAL EMPLOYER CONTRIBUTION</b>		<b>2842</b>	<b>34106</b>			
<b>NET TAKEHOME</b>		<b>14081</b>	<b>168968</b>			
<b>TOTAL CTC</b>		<b>18355</b>	<b>220262</b>			

SPECIAL NOTE	
1. Monthly Bills submission against all allowances mentioned in the salary breakup is Mandatory for Tax exemption	
2. PF- Total Is considered in the yearly CTC of Employee as PF Contribution of employee and employer is credited in employee PF Account	
3. PT- Maharashtra State Rule-	
For Male: Per month income upto Rs7500/- PT is Nil, Above Rs.7500/-TO Rs.10000/- PT is Rs.175/- Above Rs.10000/- PT isRs.200/-.	
For Female: Per month income upto Rs.10000/- PT is Nil, Above Rs.10000/- PT Rs.200/-	
4. ESIC - Gross Salary upto 21000/-PM, ESIC IS applicable. Gross Salary above Rs. 21000/-PM, ESIC is not applicable	
5. Gratuity - it is calculated on the Basic Salary - Rate is 4.81% on Basic. Applicable after completion of 5years of your service with the same company.	
6. Statutory Bonus Is applicable when Employee Basic + DA is limited to Rs 21000 per month, will be given to the employee on yearly basis.	

Regd. Office: 905, Hubtown Viva,  
Western Express Highway,  
Jogeshwari (East), Mumbai - 400060, MH, India  
stonesbridge.engineering@gmail.com





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20219216881/Lucknow**  
**Date: 14/01/2022**

Mr. Abhijit Ravindra Deshmukh  
Tanaji Chauk Sinner Dist Nashik  
Tanaji Chauk Sinner Dist Nashik,  
Tanaji Chauk,  
Nashik-422103,  
Maharashtra.  
Tel# -

Dear Abhijit Ravindra Deshmukh,

**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.

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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**  
**TCSL/DT20219216881**

1





## **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 based on 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 / Xperience 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.

## **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 recommended 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.

### **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**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### **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 Sri Lankan 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. 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**

<b>Name</b>	<b>Abhijit Ravindra Deshmukh</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Guru Gobind Singh College Of Engineering And Research Centre, Nashik</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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 / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### 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.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20219216881/Lucknow**  
**Date: 14/01/2022**

Mr. Abhijit Ravindra Deshmukh  
Tanaji Chauk Sinner Dist Nashik  
Tanaji Chauk Sinner Dist Nashik,  
Tanaji Chauk,  
Nashik-422103,  
Maharashtra.  
Tel# -

Dear Abhijit Ravindra Deshmukh,

**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.

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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**  
**TCSL/DT20219216881**

1



## **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 / Xperience 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.

## **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.

TCS Confidential

TCSL/DT20219216881

3

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 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



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 recommended 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.

### **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**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **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, 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. 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**

<b>Name</b>	<b>Abhijit Ravindra Deshmukh</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Guru Gobind Singh College Of Engineering And Research Centre, Nashik</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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 / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> 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.

March 28, 2022

HRD/3T/1003995783/21-22

Mr. Abhishek Kishor Jadhav  
Sant Narhari Nagar  
Dasak Jail Road  
Nashik-422101  
India

Ph: +91-8208497897

Dear Abhishek,

Welcome to Infosys!

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

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

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

Warm regards,

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.03.28 16:55:53 IST  
Reason: Digitally Signed  
Location: Bangalore

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



HRD/1003995783/21-22

March 28, 2022

Mr. Abhishek Kishor Jadhav  
Sant Narhari Nagar  
Dasak Jail Road  
Nashik-422101  
India

Ph: +91-8208497897

Dear Abhishek,

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

Here are the terms and conditions of our offer:

### **Definition**

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

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

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

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

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

### **Joining**

Your scheduled date of joining the employment of the Company will be **04-Apr-2022**.

### **Location**

Your location for employment is **MYSORE, India** .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

## **Training**

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

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

## **Terms and Conditions during Training**

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

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

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

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

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

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

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

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

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

### **Probation and Confirmation**

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

### **Leave**

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

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

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

### **Increments and Promotions**

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

### **Transfer**

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

## **Compensation and Benefits**

### **Salary**

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

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

### **Performance- linked Incentive**

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

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

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

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

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

### **Passport & Driving License**

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

### **Notice Period**

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

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

## Background Checks

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

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

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

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

## Other Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

Yours sincerely,

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

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

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

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

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.03.28 16:55:53 IST  
Reason: Digitally Signed  
Location: Bangalore

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



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

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

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

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

Date: 16<sup>th</sup> January 2021

Mr. Aditya Shimpi  
Pune

Dear Mr. Aditya,

We are pleased to make an offer for the post of "Service Engineer" in our company.

You would be deputed at our client M/s. Wipro Enterprises Pvt. Ltd., Pune.  
Total take home salary would be Rs.13000 /- per month. Additional benefits apply as detailed in Annexure-1.

You will be joining from 1<sup>st</sup> February 2021. You are requested to mail acceptance by return mail.

If you accept this offer letter, in future whenever you want to left the job kindly do serve 30days notice period from the date of resign.

Wishing you all the Good Luck !

Yours Truly,

For Pousse Management Services Pvt. Ltd.



Authorised Signatory

**Annexure - 1**

<u>General details :</u>	
Name	<b>Aditya Shimpi</b>
Designation	Service Engineer
Date of Joining	01-02-2021
Project Location	Pune
contract commences from	01-02-2021
Cost to Company (Rs per month)	<b>16737</b>

Financial :

<b>Heads of Payment</b>	<b>Proposed Salary</b>
Basic	11792
HRA	1951
Other Allowance	0
Advance Against Statutory Bonus	983
<b>Gross Salary</b>	<b>14725</b>
<b>Deduction</b>	
<a href="#">PF@12% on Basic</a>	1415
<a href="#">ESI- 0.75% on Gross</a>	110
PT	200
<b>Total</b>	<b>1725</b>
<b>Net in Hand</b>	<b>13000</b>
<b>Indirect</b>	
<a href="#">PF@13% on Basic</a>	1533
<a href="#">ESI-3.25% on Gross</a>	479
<b>Total</b>	<b>2012</b>
<b>CTC ( Rs.) / Month</b>	<b>16737</b>

HRD/3T/1002821793/21-22

December 26, 2021

Ms. Amita Aachat  
Plot no 1, besides Matoshri Rowhouses,  
Badade Nagar,  
Nashik-422009  
India

Ph: +91-8087673099

Dear Amita,

Welcome to Infosys!

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

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

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

Warm regards,

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.12.26 22:06:13 IST  
Reason: Digitally Signed  
Location: Bangalore

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

HRD/1002821793/21-22

December 26, 2021

Ms. Amita Aachat  
Plot no 1, besides Matoshri Rowhouses,  
Badade Nagar,  
Nashik-422009  
India

Ph: +91-8087673099

Dear Amita,

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

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **03-Jan-2022**.

### **Location**

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

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

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

### **Training**

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

## **Probation and Confirmation**

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

## **Leave**

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

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

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

## **Agreement**

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

## **Compensation and Benefits**

### **Salary**

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

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

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

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

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

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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



### **Notice Period**

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

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

### **Background Checks**

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

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

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

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

### **Other Terms and Conditions**

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

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

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

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

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

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

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

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

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

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

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

Yours sincerely,

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

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

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

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

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.12.26 22:06:13 IST  
Reason: Digitally Signed  
Location: Bangalore

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

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

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

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

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

Suzlon Global Services Ltd.  
(Formerly known as Suzlon Structures Ltd.)  
One Earth, Hubbapur, Pune - 411 028, India

**SUZLON**  
POWERING A GREENER TOMORROW

Phone : +91 20 61356135 / 6702200  
Fax : +91 20 67022100 / 6702220  
E-mail : pune@suzlon.com

22 February 2022

Mr. Asjad Sayyed

Nandurbar  
pin code: 425412  
Phone: 8308311832  
Email: Asjadali993@gmail.com

**OFFER OF EMPLOYMENT**

Dear Mr. Asjad,

With reference to your application and the subsequent interviews/discussions that you had with us, we are pleased to offer you employment in our organization as **Engineer - OMS in BB Role in M3 Grade and would be based at Nandurbar, Maharashtra, India** or at any other places or locations as may be designated by the company from time to time.

Your total CTC (TCTC) per annum will be **Rs. 2,60,004 - (Rs. Two Lacs Sixty Thousand Four Only)**. The break-up of the same is given vide Annexure 1.

**Employees in Building Blocks (BB) roles**

- I. The Employee will be entitled for a Quarterly Performance Linked Incentive (QPLI) Incentive (QPLI) to be paid based on team/unit performance as per the relevant policy of the Company. Should the Employees role change to Other than Building Blocks (OBB) role (see below), the Employee will discontinue to be part of QPLI scheme and move to annual Variable Pay compensation, which will be paid as per Company's policies based on Company and individual performance (as applicable) from the date of such movement on a pro-rata basis from the date of such role change at the end of financial year.

**Employees in Other than Building Blocks (OBB) roles**

- II. The Employee will be entitled for Variable Cost to Company (VCTC) to be paid as be paid as per Company's policy based on Company's and individual performance after end of the relevant financial year. Should the Employees role change to Building Blocks (BB) role, the compensation structure will change accordingly and VCTC component will be discontinued from such date. Instead, the Employee will become entitled for receiving Quarterly Performance Linked Incentive (QPLI) to be paid based on team/unit performance (as applicable) from the date of such movement on a pro-rata basis. Similarly, for the time the Employees role was under OBB category, the Employee will be entitled to receive VCTC on pro-rata basis as per Company's policies at the end of financial year.

The other terms and conditions of your employment will be communicated to you after joining.

*D. Bhatt*

*[Signature]*

Corporate Identity Number: U70101GJ2004PLC044948

Regd. Office: "Suzlon", S, Shrimati Society, Near Shri Krishna Complex, Navrangpura, Ahmedabad - 380 009, India. Ph.: +91 79 66045000 / 26407141 Fax: +91 79 26585540 / 2644.



**Offer: Computer Consultancy**

**Ref: TCSL/DT20219052173/Chennai**

**Date: 22/12/2021**

Mr. Chaitanya Suryabhan Dhere  
At Nafarwadi Post Pargaon GhumraTq Patoda,  
Kharda Road,  
Beed-414204,  
Maharashtra.  
Tel# -

Dear Chaitanya Suryabhan Dhere,

**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.

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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**

**TCSL/DT20219052173**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **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 based on 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 / Xperience 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.

## **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.

**TCS Confidential**

**TCSL/DT20219052173**

**3**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



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 recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve

**TCS Confidential**

**TCSL/DT20219052173**

**5**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



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**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **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, 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. 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**

<b>Name</b>	<b>Chaitanya Suryabhan Dhere</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Guru Gobind Singh College Of Engineering And Research Centre, Nashik</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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 / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### 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.

Date – 21-08-2021

To,  
Mr. Darshan Shukla,

**Sub: - Offer of Employment**

Dear Darshan,

With reference to your application and subsequent interview you had with us we are pleased to offer you a position of "**Trainee Engineer- Projects & Service**" on the terms & conditions which have been mutually discussed and agreed upon.

We would expect you to join us on or before **24/08/2021** and report to the HR sharp by 08.15 am at Head Office, Malad (W). If you do not report at the appointed date and time, our offer of employment shall stand cancelled, unless a new date is agreed to, by us in writing.

**Further to your acceptance of this offer you are required to send us a scanned copies of the following documents by Email on or before 23/08/2021**

1. Educational Marksheets & Certificates (SSC, HSC, Graduation, Diploma, Post-Graduation)
2. Date of Birth proof (Birth Certificate/ SSC certificate/ School Leaving Certificate)
3. Aadhaar Card
4. Pan Card
5. Address Proof (Electricity Bill/ MTNL Bill/Ration card/ Voter ID, any one of the documents is mandatory in absence of Aadhar Card /Driving License/ Passport)
6. Driving License (if any)
7. Passport (if any)

**On your joining day you will be required to submit the following:-**

1. Originals of all above mentioned documents for verification purpose at the time of joining your duties
2. Five passport size recent photographs

It is mandatory to submit all the above mentioned documents on or before the scheduled date, failing which our offer of employment shall stand cancelled.

Your appointment will be subject to following terms & conditions with effect from your Date of Joining. You will perform such duties as may be assigned to you from time to time by the Management for smooth and efficient working of the organization.

- Your employment will be subject to satisfactory verification of your credentials/ testimonials. The Management reserves the right to ask for the originals of the above said certificates and documents. If, it is found at any stage that you have given false information or concealed the facts, then the Management has the right to terminate your services without any compensation or notice.
- Probation -  
You will be on Probation, for a minimum period of One year from effective date of your appointment/ joining.  
(i) If your services are not found satisfactory during the probation period, the Company in its sole and absolute discretion may.  
a) Extend the probation period, or  
b) Terminate/Cease your services immediately without assigning any reason and without any notice.  
(ii) During probation, if you wish to leave the services of the company, you may do so by intimating the company in writing and handing over your charge to the person assigned by the company.
- During Probation Period, your performance will be evaluated in terms of your grasping ability, system adherence, discipline, attendance and punctuality. If it is found unsatisfactory, in such case your services may be terminated without notice and without any compensation
- Training – You will undergo extensive training on Company's product, process, procedures, etc. to prepare you to carry out your responsibilities. During the training you will appear for the written test at periodic intervals and have to pass the tests successfully. If you do not pass the tests successfully your services may be terminated without notice or any compensation thereof
- Your services/ appointment is transferable. The Company at its discretion may transfer you to any other Department/ Branch/ Division or to any of the offices of the Company/ its Associates to any place in India or outside India at the same remuneration or additional remuneration as the company may decide at its sole discretion.
- Termination/ Separation-  
(i) After confirmation, if for any reason whatsoever if you wish to resign / separate from the Company's services, you may do so by giving 15 days prior notice in writing or pay the Company 15 day's salary in lieu thereof. Similarly, the Company may at its discretion terminate your services by giving 15 days' notice in writing or 15 days salary in lieu thereof.

(ii) The Company can terminate your services at any time without notice or any compensation in lieu thereof in case the Company finds any instances of misbehavior, indiscipline, disobedience of orders or insubordination, negligence on your part or breach of confidentiality or any acts/omissions that are detrimental to the interests of the Company or its employees, committed by you, for which the Company shall be the sole judge. Such termination shall always be without prejudice to Company's other rights and remedies.

- All disputes arising out of this Offer of Employment will be subject to the jurisdiction of the Courts in Mumbai. And that the courts, tribunals and/or authorities at Mumbai only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your place of posting.
- You may be required to attend "Exhibitions" sponsored by the company for which you have to wear Black trouser and white shirt. Therefore, you should have 2 pairs of Black trousers & White Shirts of your own in your possession.
- You shall adhere to the Policy, Service Rules and Regulations of the Company, currently enforced (subject to change from time to time)
- Personal mobile phones are not allowed during working hours and employee should keep their phone inside the locker.
- On joining our organization, you shall be required to sign **Non-Disclosure** and **Non-Compete agreement** with the company.
- As per our recruitment policy, we will be doing a pre-employment verification with your current/previous employers immediately on acceptance of our offer letter by you. If any of the information given by you is found to be false then company will have right to cancel this offer letter/terminate your services as the case may be.

We are pleased to welcome you to our organization and wish you a long cherished career with us. The detailed letter of appointment will be issued to you on your joining the services of the company. Kindly sign the duplicate copy of this offer and confirm your acceptance.

For Gandhi Automations Pvt. Ltd.

I Accept

For  
M. D. B. Rao

Authorized Signatory

Darshan Shukla

**GANDHI AUTOMATIONS PVT LTD**

**NAME :** DARSHAN SHUKLA **AMOUNT (Rs)**  
**DESIGNATION :** TRAINEE ENGINEER - PROJECTS & SERVICES

BASIC	10500
HRA	1050
CONVEYANCE	2520
MEDICAL	2520

**GROSS SALARY** 16590

**DEDUCTION**

ESIC	125
PT	200
PF	1260

**TOTAL DEDUCTION** 1585

**NET PAY PER MONTH** 15005

**THE DETAIL OF YOUR REMUNERATION ARE GIVEN BELOW**

	<b><u>CTC</u></b>
BASIC	10500
HRA	1050
CONVEYANCE	2520
MEDICAL	2520

COMPANY CONTRIBUTION TO PF	1260
COMPANY CONTRIBUTION TO ESIC	540

BONUS	875
<b><u>LEAVE</u></b>	968
<b><u>TOTAL</u></b>	20233

**GRATUITY** 507

**MAX GROSS COST TO COMPANY PER MONTH** 20740

**GROSS COST TO COMPANY PER ANNUM** 248880

**LEAVE BENEFIT IS ANNUAL & VARIABLE.**  
**GRATUITY WILL BE PAID ON ELIGIBILITY AS PER GRATUITY ACT 1972.**  
**NEXT INCREMENT DUE ON 1st APRIL 2022**  
**INCLUDES INTERNET EXPENSES**  
**(INCLUDING FOOD ALLOWANCE & MISC ALLOWANCE)**

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Sr. Vice President HR

HR/OL/04/01

Date: 20/07/2021

To,

**MISS.DEEPTI VIJAY SHIRSATH**

Samrudhhi Row House No.-5,  
Ravi Kiran Colony, Chetna Nagar,  
Nashik- 422009.

**OFFER LETTER**

1. This has reference to your Application and interview had on 14<sup>th</sup> July 2021. You have been appointment as "SALES CO-ORDINATOR" in Mack Pharmatech Pvt. Ltd. On a salary Rs. 10,000/- per month included Profession Tax.
2. We are pleased to confirm that this offer is on terms and conditions finalized with you. These will be contained in the detailed appointment letter which will be issued to you on the date you join.
3. You are requested to join us on 22<sup>nd</sup> JULY 2021.
4. Please acknowledge the receipt.

For Mack Pharmatech Pvt. Ltd.

  
**HR DEPARTMENT**  
**MACK PHARMATECH PVT. LTD**  
Suruchi Jadhav  
HR Executive

**MACK PHARMATECH PVT. LTD. :**

Regd. Off. / Factory : B - 48, MIDC Malegaon, Sinnar, Dist. Nashik - 422113 , Maharashtra (India)  
Telefax : +91-2551-230877 Url : www.mackpharmatech.com Email : info@mackpharmatech.com



Ref. No: DTPLCN04EPP653

Date : 01.10.2021

## OFFER LETTER

To,  
**Kunal Tokare,**  
Nashik.

Dear Kunal

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

**HR Head**

**Plant Head**



**C.O.O**

---

**Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501**  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

---

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18001  
BUREAU VERITAS  
Certification







Ref. No: DTPLCN04EPP654

Date : 01.10.2021

## OFFER LETTER

To,  
**Harshad More,**  
Nashik.

Dear Harshad

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

**HR Head**

**Plant Head**



**C.O.O**

---

**Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501**  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

---

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18003  
BUREAU VERITAS  
Certification





Ref. No: DTPLCN04EPP655

Date : 01.10.2021

## OFFER LETTER

To,  
Shubhangi Mahajan,  
Nashik.

Dear Shubhangi

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

HR Head

Plant Head



C.O.O

Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18003  
BUREAU VERITAS  
Certification





Ref. No: DTPLCN04EPP656

Date : 01.10.2021

## OFFER LETTER

To,  
**Amit Chaudhari,**  
Nashik.

Dear Amit

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

**HR Head**

**Plant Head**



**C.O.O**

---

**Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501**  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

---

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18003  
BUREAU VERITAS  
Certification





Ref. No: DTPLCN04EPP657

Date : 01.10.2021

## OFFER LETTER

To,  
Sanket Jadhav,  
Nashik.

Dear Sanket

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

  
HR Head

  
Plant Head



Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18001  
BUREAU VERITAS  
Certification





Ref. No: DTPLCN04EPP658

Date : 01.10.2021

## OFFER LETTER

To,  
**Kapil More,**  
Nashik.

Dear Kapil

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

**HR Head**

**Plant Head**



**C.O.O**

---

**Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501**  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

---

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18003  
BUREAU VERITAS  
Certification





Ref. No: DTPLCN04EPP659

Date : 01.10.2021

## OFFER LETTER

To,

**Rahul Ahire.,**

Nashik.

Dear Rahul

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

**HR Head**

**Plant Head**



**C.O.O**

Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18001  
BUREAU VERITAS  
Certification





Ref. No: DTPLCN04EPP660

Date : 01.10.2021

## OFFER LETTER

To,

**Himanshu Kulkarni,**

Nashik.

Dear Himanshu

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

**HR Head**

**Plant Head**



**C.O.O**

Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18001  
BUREAU VERITAS  
Certification





Ref. No: DTPLCN04EPP661

Date : 01.10.2021

## OFFER LETTER

To,  
Ashish Vyavahare,  
Nashik.

Dear Ashish

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

HR Head

Plant Head



C.O.O

Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18003  
BUREAU VERITAS  
Certification







Ref. No: DTPLCN04EPP662

Date : 01.10.2021

## OFFER LETTER

To,  
**Pooja Kukade,**  
Nashik.

Dear Pooja

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

**HR Head**

**Plant Head**



**C.O.O**

---

**Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501**  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

---

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18003  
BUREAU VERITAS  
Certification





Ref. No: DTPLCN04EPP663

Date : 01.10.2021

## OFFER LETTER

To,  
Krantish Wankhede,  
Nashik.

Dear Krantish

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

HR Head

Plant Head



C.O.O

Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18003  
BUREAU VERITAS  
Certification





Ref. No: DTPLCN04EPP664

Date : 01.10.2021

## OFFER LETTER

To,  
Shubhangi Mahajan,  
Nashik.

Dear Shubhangi

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

HR Head

Plant Head



C.O.O

Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18003  
BUREAU VERITAS  
Certification





Ref. No: DTPLCN04EPP665

Date : 01.10.2021

## OFFER LETTER

To,  
Chetan Kaloge,  
Nashik.

Dear Chetan

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

  
HR Head

  
Plant Head



Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18003  
BUREAU VERITAS  
Certification





Ref. No: DTPLCN04EPP666

Date : 01.10.2021

## OFFER LETTER

To,  
Sanket Jadhav,  
Nashik.

Dear Sanket

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

HR Head

Plant Head



C.O.O

Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18001  
BUREAU VERITAS  
Certification





Ref. No: DTPLCN04EPP667

Date : 01.10.2021

## OFFER LETTER

To,  
**Harshada Desale,**  
Nashik.

Dear Harshada

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

**HR Head**

**Plant Head**



**C.O.O**

---

**Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501**  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

---

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18003  
BUREAU VERITAS  
Certification





Ref. No: DTPLCN04EPP668

Date : 01.10.2021

## OFFER LETTER

To,

Shraddha Baban Said,

Nashik.

Dear Shraddha

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

HR Head

Plant Head



C.O.O

Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18001  
BUREAU VERITAS  
Certification





Ref. No: DTPLCN04EPP669

Date : 01.10.2021

## OFFER LETTER

To,  
Shubham Waghchaure,  
Nashik.

Dear Shubham

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

HR Head

Plant Head



C.O.O

Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18001  
BUREAU VERITAS  
Certification







Ref. No: DTPLCN04EPP670

Date : 01.10.2021

## OFFER LETTER

To,

**Borade Shreyash Anil,**

Nashik.

Dear Shreyash

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

**DHOOT TRANSMISSION PVT. LTD.**

**HR Head**

**Plant Head**



**C.O.O**

---

**Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501**  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

---

*Harnessing Safety.....Building Future.*



ISO 9001  
UNAS 18001  
BUREAU VERITAS  
Certification



March 13, 2022

HRD/3T/1003579255/21-22

Ms. Dipti Sonawane  
Phulenagar,  
Ganurroad,Chandwad  
Nashik-423101  
India

Ph: +91-7378531957

Dear Dipti,

Welcome to Infosys!

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

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

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

Warm regards,

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.03.13 10:09:16 IST  
Reason: Digitally Signed  
Location: Bangalore

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

March 13, 2022

HRD/1003579255/21-22

Ms. Dipti Sonawane  
Phulenagar,  
Ganurroad, Chandwad  
Nashik-423101  
India

Ph: +91-7378531957

Dear Dipti,

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

Here are the terms and conditions of our offer:

### **Definition**

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

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

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

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

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

### **Joining**

Your scheduled date of joining the employment of the Company will be **14-Apr-2022**.

### **Location**

Your location for employment is **MYSORE, India** .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

## **Training**

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

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

## **Terms and Conditions during Training**

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

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

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

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

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

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

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

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

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

### **Probation and Confirmation**

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

### **Leave**

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

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

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

### **Increments and Promotions**

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

### **Transfer**

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

## **Compensation and Benefits**

### **Salary**

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

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

### **Performance- linked Incentive**

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

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

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

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

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

### **Passport & Driving License**

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

### **Notice Period**

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

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

## **Background Checks**

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

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

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

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

## **Other Terms and Conditions**

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

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

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



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

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

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

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

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

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

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

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

Yours sincerely,

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

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

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

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

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

\_\_\_\_\_  
Location

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.03.13 10:09:16 IST  
Reason: Digitally Signed  
Location: Bangalore

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

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

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

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

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

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

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

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

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

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

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



# Dhoot Transmission Pvt. Ltd.

Ref. No: DTPLCN04EPP667

Date : 01.10.2021

## OFFER LETTER

To,

Harshada Desale,

Nashik.

Dear Harshada

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

HR Head

Plant Head



C.O.O

Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

*Harnessing Safety.....Building Future.*



ISO 9001  
DEKAS 10001  
BUREAU VERITAS  
CERTIFICATION





HRD/3T/21-22/1002429431

Mr. Kiran Saraf  
Candidate ID: 1002429431  
2 Sai Chhaya Apt., Nerlikar Hospital Lane  
Gangapur Road  
Nashik - 422013  
Maharashtra  
India  
Ph: (91) 82379 23764

February 28, 2022

Dear Kiran,

Welcome to Infosys!

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

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

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

Warm regards,

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

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





# Dhoot Transmission Pvt. Ltd.

Ref. No: DTPLCN04EPP663

Date : 01.10.2021

## OFFER LETTER

To,

Krantish Wankhede,

Nashik.

Dear Krantish

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

HR Head

Plant Head



C.O.O

Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

*Harnessing Safety.....Building Future.*



ISO 9001  
DEKAS 10001  
BUREAU VERITAS  
CERTIFICATION







**Offer: Computer Consultancy**  
**Ref: TCSL/DT20229658577/Mumbai**  
**Date: 16/02/2022**

Mr. Mayur Devidas Wani  
Agasti Appartement House No 2Sambhajinagar,Ashoknagar,  
Satpur,  
Nashik-422012,  
Maharashtra.  
Tel# 91-9822289209

Dear Mayur Devidas Wani,

**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.

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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**  
**TCSL/DT20229658577**

1

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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



## **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 / Xperience 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.

## **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.

TCS Confidential

TCSL/DT20229658577

3

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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



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 recommended 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.

### **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**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **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, 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. 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**

<b>Name</b>	<b>Mayur Devidas Wani</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Guru Gobind Singh College Of Engineering And Research Centre, Nashik</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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 / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> 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.

**EMPLOYMENT OFFER LETTER**

Capgemini Ref: 5545837/1212085,

02/18/2022,  
Nitin Balu Deore.

s.no.85/1/A, Rang mala, near by Salve Mala, Nashik, Maharashtra - 422006  
Nashik, Maharashtra  
India.

**Confidential**

**Dear Nitin Balu Deore,**

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** ('Capgemini' or 'Company') starting from **02/21/2022** (or such other date as may be communicated to you by the Company), as per details given below

- A) Your current designation will be **Senior Analyst/A5**.
- B) You will be required to work at the Company's offices in **Pune**.
- C) You have to report by 8:30 am at **Pune** office, for joining formalities and contact security at the main gate for your entry pass at:

Address  
Capgemini Technology Services India Limited. A-1, Technology Park,  
A-1 Technology Park MIDC, Talwade, Pune, Maharashtra - 412114

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 500,006.00 (Rupees Five Lakh And Six Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any - skill allowance payout as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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

Senior Analyst

Total Cost to Company (CTC).

Rs.500,006.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements – 1 #	Rs.6,199.00	Rs.74,388.00
Other Allowances and Reimbursements – 2 +	Rs.5,147.00	Rs.61,764.00
Advance Statutory Bonus	Rs.3,149.00	Rs.37,788.00
<b>Gross monthly salary</b>	<b>Rs.38,495.00</b>	<b>Rs.461,940.00</b>
<b>Statutory payments ++</b>		
Cappgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
<b>Total Fixed Compensation</b>		<b>Rs.492,204.00</b>
<b>Total Cash Compensation</b>		<b>Rs.492,204.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		Rs.7,802.00
<b>Total Cost to Company</b>		<b>Rs. 500,006.00</b>

# You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

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

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

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

**Note:**

1. The payroll processing will be as per Company policy notified from time to time.
  2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
  3. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
  4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
  5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- \* Employee's contribution towards PF will be made from the monthly salary as defined by Law.
- The Benefits (Accidental & Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.
- # All components under Other Allowance and Reimbursement - 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

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

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment and consequent changes to the statutory deductions from your salary, if any.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

G.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

H.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

I.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a.) You will submit relevant documents as mandated by the Company.
  - b.) You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
  - c.) You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
  - d.) You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
  - e.) You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company
  - f.) You provide two satisfactory references, one being from your most recent employer(s) (prior to joining Capgemini).
  - g.) Your background verification check (including residential address(es), academics & professional Degree/Diploma & Certifications, previous employment(s), criminal background etc. as applicable) conducted by the Company is cleared; and
  - h.) You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.



2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise failed to disclose any information about your past employment, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J.) Your employment with the Company will also be governed by the 'Terms and Conditions of Employment' contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Caggemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Caggemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Caggemini Technology Services India Limited



Anil Kumar Singh

Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Caggemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

\_\_\_\_\_  
Name: **Nitin Balu Deore**

Date: **02/18/2022**

## EXHIBIT 1

### Terms & Conditions of Employment with Capgemini Technology Services India Limited

#### **1. CURRENT WORK LOCATION:**

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

#### **2. DUTIES AND RESPONSIBILITIES:**

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

#### **3. COMPENSATION:**

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

#### **4. TRAINING:**

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

#### **5. COVENANTS AND REPRESENTATIONS:**

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.
- c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Caggemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Caggemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Caggemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

## 6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter.
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## **7. INTELLECTUAL PROPERTY:**

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

## **8. CONFLICT OF INTEREST:**

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop,laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

## **9. RETIREMENT/TERMINATION:**

### a.) Retirement

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

### b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labor laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.

- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

**10. LIMITATION OF LIABILITY AND INDEMNITY:**

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

**11. MISCELLANEOUS:**

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.



## CONSENT LETTER

### For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
  - a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
  - b) payroll processing agencies for processing my payroll (including reimbursement claims),
  - c) law enforcement agencies,
  - d) to comply with a judicial/quasi-judicial order,
  - e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
  - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
  - g) service providers providing services for biometric access to office premises for monitoring attendance,
  - h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
  - a.) affiliates of the Company for administrative purposes and/or audit;
  - b.) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:

Signature:

Date:

## ANNEXURE I (A)

### Onboarding Documents

Please carry two set of photocopies along with the original documents for verification as mentioned below:

- I. **Academic qualification (highest qualification as applicable):**
  - X- AND XII-mark sheets
  - All semester mark sheets (highest qualification)
  - Provisional Certificate OR Convocation OR Degree certificate
  - If Applicable- Diploma/ Completion Certification(s) for specialized courses
  
- II. Employment experience related documents:
  - a. **Current Employer:**  
(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)
    - Resignation acceptance letter OR Email confirmation from the HR OR Relieving Letter AND Experience Certificate
    - Pay slips for last 3 months
    - Letter of Appointment OR Offer Letter from the employer
  
  - b. **Previous Employer(s)**
    - Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date of your employment (s))
  
  - c. **Additional documents**
    - Form 16 – Part A only
    - Cancelled Cheque(in original)/Passbook(photocopy) -Cancelled cheque leaflet issued by Bank or the pages of passbook showing the Name of the Account Holder, Bank Name, Bank Branch and IFS code required as a pre-requisite mandate for registration on ESI portal.
    - Bank statement for last 3 months – [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible  
Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, the Company shall not be held responsible for the same.]
  
- III. **Proof of Identity (Any two):**
  - PAN Card (Mandatory)
  - AADHAAR Card
  - Valid Passport – All pages
  - Driving License
  - Voters ID
  
- IV. Passport size photograph – 4 copies (white background)

## ANNEXURE I (B)

### Background Verification

#### Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Bachelor's Degree/Post Graduate Degree etc.)
- Professional Experience & Employment(s) Credentials.

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks during your tenure in Capgemini and by accepting this offer you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents within 7 calendar days from the date of receipt of this offer:

- Fill the standard application form by clicking the New Employee Wizard link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>. (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload back the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet\*\*.
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered.
- Experience letters and relieving letters for 5 years of employment or past 2 employers whichever is higher.

Form 16 - Part A only.

Bank statement for last 3 months – [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible.

Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, the Company shall not be held responsible for the same.]

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers
- These letters should clearly mention your last working day with your previous employers.

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to submit the original experience/relieving letter to Capgemini HR department / email the same to the following email address [backgroundverification.in@capgemini.com](mailto:backgroundverification.in@capgemini.com) not later than 14 days of your joining\*\*\*

Court Verification Forms

- Court Record form

Note:

All of these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All of the above forms are submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence address for verification; alternatively they may also call you or ask you to visit the nearby Police Station.

\*\*\*You are required to submit all the documents with 7 days from receiving this Offer, failing which offer will be revoked\*\*\*\*

Important points to note:

- In an event you fail to submit the required documents to the HR department within 30 days of first intimation/date of joining and after 2 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini reserves to take disciplinary actions which inter alia includes termination from service without notice.

\*\*\*In case your last employer do not provide experience letter you may provide the relieving letter, however please ensure that the relieving letter has last working day clearly mentioned.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

**In the absence of the above listed documents your onboarding may be delayed or deferred.**

Best Regards,  
Team HR

The information contained in this message is proprietary and confidential. Copyright © 2021. All rights reserved by Capgemini.

Date: 11/12/2021

Name: POOJA CHNDRASHEKHAR KUKADE  
Location: MUMBAI

Dear, POOJA

Congratulations on being selected to join the "Ola Electric Technologies Pvt. Ltd. Trainee (Engineering Graduate) Scheme 2021".

We are pleased to invite you to join us as a Trainee (Engineering Graduate) on training.

We believe that you have the potential to learn and acquire necessary skills and to perform effectively in teams. You will also be involved in "hands-on" training, including independent diagnosis, repairs, quality inspection, under appropriate supervision, in order to enable you to equip yourself fully with all benefits arising under this scheme.

Enclosed is the Ola Electric Technologies Pvt. Ltd. Trainee (Engineering Graduate) Scheme 2021 along with a formal "Letter of Appointment as Trainee (Engineering Graduate)" which explains the terms and conditions of your traineeship.

This offer of Traineeship is subject to you passing medical fitness and submission of proof of the following documents.

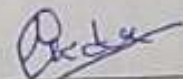
Please sign the copy of this letter and return it to us by way of confirmation that you have read through, understood and accepted all the terms and conditions stated in the "Letter of Appointment as Trainee (Engineering Graduate)" and the contents of Ola Electric Technologies Pvt. Ltd Trainee (Engineering Graduate) Scheme 2021".

With best wishes

For Ola Electric Technologies Pvt. Ltd.



Authorized Signatory



Date: 11/12/2021

Name: POOJA CHNDRASHEKHAR KUKADE  
Location: MUMBAI

Dear, POOJA

Congratulations on being selected to join the "Ola Electric Technologies Pvt. Ltd. Trainee (Engineering Graduate) Scheme 2021".

We are pleased to invite you to join us as a Trainee (Engineering Graduate) on training.

We believe that you have the potential to learn and acquire necessary skills and to perform effectively in teams. You will also be involved in "hands-on" training, including independent diagnosis, repairs, quality inspection, under appropriate supervision, in order to enable you to equip yourself fully with all benefits arising under this scheme.

Enclosed is the Ola Electric Technologies Pvt. Ltd. Trainee (Engineering Graduate) Scheme 2021 along with a formal "Letter of Appointment as Trainee (Engineering Graduate)" which explains the terms and conditions of your traineeship.

This offer of Traineeship is subject to you passing medical fitness and submission of proof of the following documents.

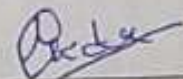
Please sign the copy of this letter and return it to us by way of confirmation that you have read through, understood and accepted all the terms and conditions stated in the "Letter of Appointment as Trainee (Engineering Graduate)" and the contents of Ola Electric Technologies Pvt. Ltd Trainee (Engineering Graduate) Scheme 2021".

With best wishes

For Ola Electric Technologies Pvt. Ltd.



Authorized Signatory



Date - 29-10-2021

To,  
Mr. Prajwal Gawali,

**Sub: - Offer of Employment**

Dear Prajwal,

With reference to your application and subsequent interview you had with us we are pleased to offer you a position of "**Trainee Engineer – Projects & Services**" on the terms & conditions which have been mutually discussed and agreed upon.

We would expect you to join us on or before **16/11/2021** and report to the HR sharp by 08.15 am at Head Office, Malad (W). If you do not report at the appointed date and time, our offer of employment shall stand cancelled, unless a new date is agreed to, by us in writing.

**Further to your acceptance of this offer you are required to send us a scanned copies of the following documents by Email on or before 30/10/2021**

1. Educational Marksheets & Certificates (SSC, HSC, Graduation, Diploma, Post-Graduation)
2. Date of Birth proof (Birth Certificate/ SSC certificate/ School Leaving Certificate)
3. Aadhaar Card
4. Pan Card
5. Address Proof (Electricity Bill/ MTNL Bill/Ration card/ Voter ID, any one of the documents is mandatory in absence of Aadhar Card /Driving License/ Passport)
6. Driving License (if any)
7. Passport (if any)

**On your joining day you will be required to submit the following:-**

1. Originals of all above mentioned documents for verification purpose at the time of joining your duties
2. Five passport size recent photographs

It is mandatory to submit all the above mentioned documents on or before the scheduled date, failing which our offer of employment shall stand cancelled.

Your appointment will be subject to following terms & conditions with effect from your Date of Joining. You will perform such duties as may be assigned to you from time to time by the Management for smooth and efficient working of the organization.

- Your employment will be subject to satisfactory verification of your credentials/ testimonials. The Management reserves the right to ask for the originals of the above said certificates and documents. If, it is found at any stage that you have given false information or concealed the facts, then the Management has the right to terminate your services without any compensation or notice.
- Probation -  
You will be on Probation, for a minimum period of One year from effective date of your appointment/ joining.  
(i) If your services are not found satisfactory during the probation period, the Company in its sole and absolute discretion may,  
a) Extend the probation period, or  
b) Terminate/Cease your services immediately without assigning any reason and without any notice.  
(ii) During probation, if you wish to leave the services of the company, you may do so by intimating the company in writing and handing over your charge to the person assigned by the company.
- During Probation Period, your performance will be evaluated in terms of your grasping ability, system adherence, discipline, attendance and punctuality. If it is found unsatisfactory, in such case your services may be terminated without notice and without any compensation
- Training - You will undergo extensive training on Company's product, process, procedures, etc. to prepare you to carry out your responsibilities. During the training you will appear for the written test at periodic intervals and have to pass the tests successfully. If you do not pass the tests successfully your services may be terminated without notice or any compensation thereof
- Your services/ appointment is transferable. The Company at its discretion may transfer you to any other Department/ Branch/ Division or to any of the offices of the Company/ its Associates to any place in India or outside India at the same remuneration or additional remuneration as the company may decide at its sole discretion.
- Termination/ Separation-  
(i) After confirmation, if for any reason whatsoever if you wish to resign / separate from the Company's services, you may do so by giving 15 days prior notice in writing or pay the Company 15 day's salary in lieu thereof. Similarly, the Company may at its discretion terminate your services by giving 15 days' notice in writing or 15 days salary in lieu thereof.

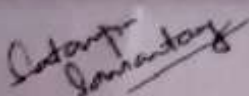
(ii) The Company can terminate your services at any time without notice or any compensation in lieu thereof in case the Company finds any instances of misbehavior, indiscipline, disobedience of orders or insubordination, negligence on your part or breach of confidentiality or any acts/omissions that are detrimental to the interests of the Company or its employees, committed by you, for which the Company shall be the sole judge. Such termination shall always be without prejudice to Company's other rights and remedies.

- All disputes arising out of this Offer of Employment will be subject to the jurisdiction of the Courts in Mumbai. And that the courts, tribunals and/or authorities at Mumbai only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your place of posting.
- You may be required to attend "Exhibitions" sponsored by the company for which you have to wear Black trouser and white shirt. Therefore, you should have 2 pairs of Black trousers & White Shirts of your own in your possession.
- You shall adhere to the Policy, Service Rules and Regulations of the Company, currently enforced (subject to change from time to time)
- Personal mobile phones are not allowed during working hours and employee should keep their phone inside the locker.
- On joining our organization, you shall be required to sign **Non-Disclosure and Non-Compete agreement** with the company.
- As per our recruitment policy, we will be doing a pre-employment verification with your current/previous employers immediately on acceptance of our offer letter by you. If any of the information given by you is found to be false then company will have right to cancel this offer letter/terminate your services as the case may be.

We are pleased to welcome you to our organization and wish you a long cherished career with us. The detailed letter of appointment will be issued to you on your joining the services of the company. Kindly sign the duplicate copy of this offer and confirm your acceptance.

For Gandhi Automations Pvt. Ltd.

I Accept



Authorized Signatory



Prajwal Gawali







# Dhoot Transmission Pvt. Ltd.

Ref. No: DTPLCN04EPP657

Date : 01.10.2021

## OFFER LETTER

To,  
Sanket Jadhav,  
Nashik.

Dear Sanket

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

  
HR Head

  
Plant Head



Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

*Harnessing Safety.....Building Future.*



ISO 9001  
DEKAS 10001  
BUREAU VERITAS  
CERTIFICATION



March 22, 2022

HRD/3T/1004022807/21-22

Mr. Sanket Rajendra Jamdhade  
310/731 Kasar Galli Holi Chowk,  
Adgoan  
Nashik-422003  
India

Ph: +91-9359345973

Dear Sanket,

Welcome to Infosys!

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

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

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

Warm regards,

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.03.22 14:53:14 IST  
Reason: Digitally Signed  
Location: Bangalore

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

March 22, 2022

HRD/1004022807/21-22

Mr. Sanket Rajendra Jamdhade  
310/731 Kasar Galli Holi Chowk,  
Adgoan  
Nashik-422003  
India

Ph: +91-9359345973

Dear Sanket,

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

Here are the terms and conditions of our offer:

### **Definition**

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

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

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

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

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

### **Joining**

Your scheduled date of joining the employment of the Company will be **24-Mar-2022**.

### **Location**

Your location for employment is **MYSORE, India** .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

## **Training**

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

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

## **Terms and Conditions during Training**

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

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

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

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

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

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

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

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

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

### **Probation and Confirmation**

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

### **Leave**

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

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

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

### **Increments and Promotions**

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

### **Transfer**

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

## **Compensation and Benefits**

### **Salary**

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

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

### **Performance- linked Incentive**

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

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

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

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

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

### **Passport & Driving License**

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

### **Notice Period**

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

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



## **Background Checks**

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

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

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

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

## **Other Terms and Conditions**

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

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

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

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

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

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

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

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

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

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

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

Yours sincerely,

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

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

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

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

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

\_\_\_\_\_  
Location

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.03.22 14:53:14 IST  
Reason: Digitally Signed  
Location: Bangalore

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

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

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

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

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

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

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

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

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

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

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



HRD/3T/21-22/1002429431

Mr. Kiran Saraf  
Candidate ID: 1002429431  
2 Sai Chhaya Apt., Nerlikar Hospital Lane  
Gangapur Road  
Nashik - 422013  
Maharashtra  
India  
Ph: (91) 82379 23764

February 28, 2022

Dear Kiran,

Welcome to Infosys!

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

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

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

Warm regards,

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

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)

HRD/3T/21-22/1002429431

February 28, 2022

Mr. Kiran Saraf  
Candidate ID: 1002429431  
2 Sai Chhaya Apt., Nerlikar Hospital Lane  
Gangapur Road  
Nashik - 422013  
Maharashtra  
India  
Ph: (91) 82379 23764

Dear Kiran,

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

Here are the terms and conditions of our offer:

### 1. Definitions

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

- 1.1 'Affiliates' means any entity that controls, is controlled by, or is under common control with the Company.
- 1.2 'Company' refers to Infosys Limited.
- 1.3 'Control' means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.
- 1.4 'Training' shall mean and include all the training that shall be imparted to you on joining the Company.

### 2. Joining

Your scheduled date of joining the employment of the Company will be **March 3, 2022**.

### 3. Location

Your location for employment is **Mysore, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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



# VU

## Vidyut Udyog

☎ (0253) 2383537 / 6603537

✉ vidyutudyog1990@gmail.com

🏢 F-91, MIDC, Ambad, Nashik 422010

Date : 07 March 2022

Ms. Shraddha Baban Said  
Flat no 302, Dwarkesh Dham Apt.,  
Shiv colony, Indiranagar Nashik.

Dear Ms. Shraddha,

Subject: Appointment letter for the position of 'Junior Engineer'

We are pleased to inform you that you are hereby appointed as 'Junior Engineer' in our organization to as per terms and conditions discussed and agreed upon as under :-

1. This appointment is effective from 07 March 2022, the date of your joining our organization.
2. Your CTC will be as enclosed.
3. You will be placed on 1 year training and 6 months' probation and the said period can be extended by another three months and on the expiry of the period of probation or extended period of probation, if you are not confirmed in writing, your services shall be deemed to be automatically terminated
4. During probation, the notice period for termination / resignation will be 10 days from either side. After confirmation, the notice period required from either side is one month.
5. After successful completion of your probation, you will be confirmed in writing as a permanent employee of the Company. You will be entitled to statutory and service benefits.
6. During probation period, you are not entitled for any leaves.
7. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and



other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

8. During the period of service with the company, you shall not indulge and/ or take part in any activity which is found to be detrimental in the interest of the company in any way.
9. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company.
10. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.
11. You will keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company.
12. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,  
For Vidyut Udyog



Name  
HR Head, Nilambari Marathe

Accepted: Sharaddha Said

(Signature)  
Ms. Sharaddha Said  
Nashik



Name	Shraddha Said
Proposed Annual CTC (Rs)	238,967

Compensation Component	-	
	Monthly	Annual
Basic +DA	13,500	162,000
HRA	2,000	24,000
Conveyance Allowance	500	6,000
Other Allowance	0	0
<b>A- Total Cash</b>	<b>16,000</b>	<b>192,000</b>
Provident Fund	1,620	19,440
ESIC	520	6,240
Gratuity Amount	649	7,792
<b>B- Total Retirals</b>	<b>2,789</b>	<b>33,472</b>
<b>A + B- Total Cash + Retirals</b>	<b>18,789</b>	<b>225,472</b>
C Bonus/Ex-gratia	1,125	13,495
<b>A+B+C - Total Guaranteed Compensation</b>	<b>19,914</b>	<b>238,967</b>
<b>A+B+C - Total CTC</b>	<b>19,914</b>	<b>238,967</b>

*OP*





# Dhoot Transmission Pvt. Ltd.

Ref. No: DTPLCN04EPP655

Date : 01.10.2021

## OFFER LETTER

To,  
Shubhangi Mahajan,  
Nashik.

Dear Shubhangi

With reference to previous communication had with you, we are pleased to appoint you as a "Trainee Engineer" at our establishment from 7<sup>th</sup> October 2021 in Quality Control Department Under the employment act.

During the training period we are offering you stipend as a Rs. 10760 and some will be revised after the training period on the basis of your performance.

Kindly acknowledge and submit the copy to HR department.

DHOOT TRANSMISSION PVT. LTD.

  
HR Head

  
Plant Head



Regd. Office / Factory : Gut No.118/17 & 118/18 Village, Wasuli, Chakan, Taluka Rajgurunagar-khed, Dist. Pune- 410501  
☎: +91-2135 - 610445, Fax : +91-2135-610464. Website : [www.dhoottransmission.com](http://www.dhoottransmission.com)

*Harnessing Safety.....Building Future.*



ISO 9001  
DEKAS 10001  
BUREAU VERITAS  
CERTIFICATION



Date – 21-10-2021

To,  
Mr. Sumedh Bagul,

**Sub: - Offer of Employment**

Dear Sumedh,

With reference to your application and subsequent interview you had with us we are pleased to offer you a position of "**Trainee Engineer – Projects & Service**" on the terms & conditions which have been mutually discussed and agreed upon.

We would expect you to join us on or before **09/11/2021** and report to the HR sharp by 08.15 am at Head Office, Malad (W). If you do not report at the appointed date and time, our offer of employment shall stand cancelled, unless a new date is agreed to, by us in writing.

**Further to your acceptance of this offer you are required to send us a scanned copies of the following documents by Email on or before 21/10/2021**

1. Educational Marksheets & Certificates (SSC, HSC, Graduation, Diploma, Post-Graduation)
2. Date of Birth proof (Birth Certificate/ SSC certificate/ School Leaving Certificate)
3. Aadhaar Card
4. Pan Card
5. Address Proof (Electricity Bill/ MTNL Bill/Ration card/ Voter ID, any one of the documents is mandatory in absence of Aadhar Card /Driving License/ Passport)
6. Driving License (if any)
7. Passport (if any)

**On your joining day you will be required to submit the following:-**

1. Originals of all above mentioned documents for verification purpose at the time of joining your duties
2. Five passport size recent photographs

It is mandatory to submit all the above mentioned documents on or before the scheduled date, failing which our offer of employment shall stand cancelled.

Your appointment will be subject to following terms & conditions with effect from your Date of Joining. You will perform such duties as may be assigned to you from time to time by the Management for smooth and efficient working of the organization.

- Your employment will be subject to satisfactory verification of your credentials/ testimonials. The Management reserves the right to ask for the originals of the above said certificates and documents. If, it is found at any stage that you have given false information or concealed the facts, then the Management has the right to terminate your services without any compensation or notice.
- Probation -  
You will be on Probation, for a minimum period of One year from effective date of your appointment/ joining.  
(i) If your services are not found satisfactory during the probation period, the Company in its sole and absolute discretion may.  
a) Extend the probation period, or  
b) Terminate/Cease your services immediately without assigning any reason and without any notice.  
(ii) During probation, if you wish to leave the services of the company, you may do so by intimating the company in writing and handing over your charge to the person assigned by the company.
- During Probation Period, your performance will be evaluated in terms of your grasping ability, system adherence, discipline, attendance and punctuality. If it is found unsatisfactory, in such case your services may be terminated without notice and without any compensation
- Training – You will undergo extensive training on Company's product, process, procedures, etc. to prepare you to carry out your responsibilities. During the training you will appear for the written test at periodic intervals and have to pass the tests successfully. If you do not pass the tests successfully your services may be terminated without notice or any compensation thereof
- Your services/ appointment is transferable. The Company at its discretion may transfer you to any other Department/ Branch/ Division or to any of the offices of the Company/ its Associates to any place in India or outside India at the same remuneration or additional remuneration as the company may decide at its sole discretion.
- Termination/ Separation-  
(i) After confirmation, if for any reason whatsoever if you wish to resign / separate from the Company's services, you may do so by giving 15 days prior notice in writing or pay the Company 15 day's salary in lieu thereof. Similarly, the Company may at its discretion terminate your services by giving 15 days' notice in writing or 15 days salary in lieu thereof.

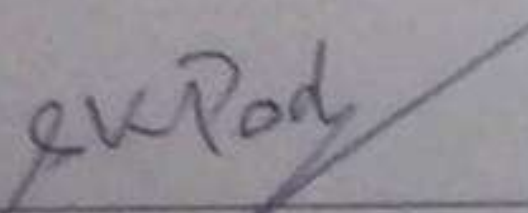
(ii) The Company can terminate your services at any time without notice or any compensation in lieu thereof in case the Company finds any instances of misbehavior, indiscipline, disobedience of orders or insubordination, negligence on your part or breach of confidentiality or any acts/omissions that are detrimental to the interests of the Company or its employees, committed by you, for which the Company shall be the sole judge. Such termination shall always be without prejudice to Company's other rights and remedies.

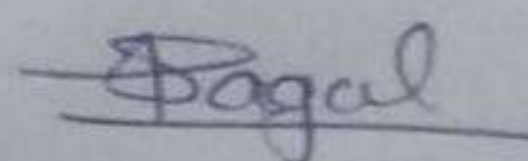
- All disputes arising out of this Offer of Employment will be subject to the jurisdiction of the Courts in Mumbai. And that the courts, tribunals and/or authorities at Mumbai only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your place of posting.
- You may be required to attend "Exhibitions" sponsored by the company for which you have to wear Black trouser and white shirt. Therefore, you should have 2 pairs of Black trousers & White Shirts of your own in your possession.
- You shall adhere to the Policy, Service Rules and Regulations of the Company, currently enforced (subject to change from time to time)
- Personal mobile phones are not allowed during working hours and employee should keep their phone inside the locker.
- On joining our organization, you shall be required to sign **Non-Disclosure and Non-Compete agreement** with the company.
- As per our recruitment policy, we will be doing a pre-employment verification with your current/previous employers immediately on acceptance of our offer letter by you. If any of the information given by you is found to be false then company will have right to cancel this offer letter/terminate your services as the case may be.

We are pleased to welcome you to our organization and wish you a long cherished career with us. The detailed letter of appointment will be issued to you on your joining the services of the company. Kindly sign the duplicate copy of this offer and confirm your acceptance.

For Gandhi Automations Pvt. Ltd.

I Accept

  
Authorized Signatory

  
Sumedh Bagul

**LENTRA AI PRIVATE LIMITED**

Kalpataru Infinia 8th Floor, 21, Old Mumbai-Pune Road, Wakadewadi, Bhamburda, Pune - 411005  
CIN: U72900PN2018PTC177921, Phone: 020-68680000, Email: [info@lentra.ai](mailto:info@lentra.ai)

---

To,

Date:18-03-2022

**Mr. Suyash Mahajan,**

Sai Platina A 40, GK Goyal Hills road, Near Chandrabhaga Corner  
Pune, Maharashtra, 412101

**Subject: Offer for Employment**

**Dear Suyash,**

**Welcome to Lentra AI Private Limited!**

We are delighted to offer you the position of 'QA Engineer' profile in our organization (Lentra) and would expect you to join us on or before **21<sup>st</sup> March 2022** at **Pune** subject to the following terms & conditions:

Your compensation shall be ₹ 3,80,000 per annum as mentioned in the Annexure

1. The salary mentioned is subject to Income tax and such other taxes under the laws of India and you shall be liable to pay the same.
2. The 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, we retain the right to review/withdraw our offer of employment.
3. Employment as per this offer is subject to you being medically fit.
4. After accepting the offer letter if you fail to join on the agreed date, then the Company has the rights to revoke the offer letter and withdraw the position/role offered to you.
5. You are requested to give an undertaking of confidentiality and non-competition as per the document given to you separately at the time of joining.
6. The detailed letter of Appointment order will be issued on your joining.

We are looking forward to having a long and mutually beneficial association.

Yours faithfully,

**For Lentra AI Private Limited**

MADHUSHREE  
KUMRA Digitally signed by MADHUSHREE  
KUMRA  
Date: 2022.03.18 13:35:37 +05'30'

Authorized Signatory

**Annexure**

**LENTRA AI PRIVATE LIMITED**

Kalpataru Infinia 8th Floor, 21, Old Mumbai-Pune Road, Wakadewadi, Bhamburda, Pune - 411005

CIN: U72900PN2018PTC177921, Phone: 020-68680000, Email: [info@lentra.ai](mailto:info@lentra.ai)

<b>CTC Break up</b>	<b>(Amount in ₹)</b>
<b>Annual CTC</b>	<b>3,80,000</b>
<b>Annual Fixed CTC</b>	<b>3,70,000</b>
<b>Monthly CTC</b>	30,834
<b>Basic Salary</b>	<b>6,167</b>
House Rent Allowance	3,084
Education	200
City Compensatory Allowance	7,406
Other Allowance	11,109
L T Expense Taxable	257
Bonus	514
<b>Gross</b>	<b>28,737</b>
FBP	-
Gratuity	297
Employer Contribution To PF	1,800
<b>Total CTC</b>	<b>30,834</b>
<b>Annual Fixed Cost to Company (in Lakh)</b>	<b>3.7</b>
<b>Take Home</b>	
Monthly Gross Total	28,737
Less: Provident Fund	1,800
Less: Profession Tax	200
	26,737
Income Tax	
<b>In Hand</b>	<b>26,737</b>
<b>Per Annum Fixed CTC</b>	<b>3,70,000</b>
Medical Insurance & Life Cover	10,000
<b>Total CTC</b>	<b>3,80,000</b>

I, **Suyash Mahajan**, hereby accept the Offer and terms and conditions of employment as mentioned above -----

Signature

Date -----



# Positive Solutions & Services

Quality Inspection, Installations, Testing & Commissioning, Field Services.

Service provider for  CG Power & Industrial Solutions  Schneider Electric  ABB

Date – 26/10/2021

Mr.Zaid Javed Khan

Flat no-15,Partibha retreat,ashar colony ,opp,Xavier,  
high school ,Upnagar,Nashik road.422101

Date of issue of Appointment Letter: 26/10/2021

Subject: Your application for the post of Engineer Dt. 26/10/2021

Dear Mr. Zaid Javed Khan

We are in receipt of your application for the post of –Testing engineer. We are pleased to inform you that our organization has found you eligible for the profile described.

You are requested to report at work place as per address given below at 9.00 am 26/10/2021 in approval to your appointment. This is to inform you that this letter will be null and void in case you do not report at the date and time specified in this letter.

As per our Company policy, you will be on training for a period of 1 year period (as per the HR policy) and then, based on your performance and review you will be taken to the next level of employment in the organization.

## A) Salary package.

Cost to the Company		Tentative Deduction		This is tentative Calculation based on 26 Days Attendance
Description	Amount in INR	Description	Amount in INR	
Basic salary	11600	Employee PF Contribution	1423	
Company Contribution ESIC	405	Employee Contribution ESIC	94	
Company Contribution PF	1541	Proportional Tax	200	
Company Total Package	13546	Total tentative deduction	1717	

Office no -NO 14, Indira Gandhi palika Bazzar, Near water tank, MahatmaNagar, Nashik 422007  
WORKS- C/o OZR Electro Technics, Plot No - B82, N.I.C, E, MIDC, Satpur, Nashik 422007.  
Contact –0253 3551276, 9890676024. 9975499888, E-MAIL-positivesol12@gmail.com,  
Website-<http://positiveservices.in>

# Positive Solutions & Services

Quality Inspection, Installations, Testing & Commissioning, Field Services.

Service provider for  CG Power & Industrial Solutions  Schneider Electric  ABB

## B) Terms & condition

- 1) **Hours of working:** Normal working hours will 9.00 am to 5.30 Pm. In general shift and 3.00 pm to 11.30 pm II shift. In case if necessary same will adjusted according to the work load in night shift.
- 2) **Transferability:** You may be employed at any of the office/ worked placed of our clients located at Nasik.
- 3) **Provident fund and family pension fund:** You will subscribe to the appropriate provident and family pension fund as per scheme subject to the rules of the fund.
- 4) **Leaves:** During your project period you are entitled to take 8 days casual leaves, this with the prior notice.
- 5) **Written notice of the termination or Salary in lieu of the thereof:** One month's written notice on the either side.
- 6) As contract term your one and half month salary will be kept as deposit for the 12 month from the date of appointment. Same will be given after successfully completed of one year training. If you have not completed the 12 month training month period and leave the assignment before 12 month in that case you will not be eligible for getting the deposited salary of the one and half month .
- 7) You will true and faithful to company in all your account dealing and transactions whatever in relating to the business of the company and shall be at times when required. Render a true and just account thereof to the company.
- 8) You will not during the continece of your employment, without the consent in the writing of the company.  
We hope to have a long successful professional relationship with you and wish you all the very best.

Yours sincerely.

(Manager Operations)

For Positive Solutions & Services



I accept all the terms and conditioned  
Of the employment

(Mr.Zaid Javed Khan)

Office no -NO 14, Indra Gandhi palika Bazzar, Near water tank, MahatmaNagar, Nashik 422007  
WORKS- C/o OZR Electro Technics, Plot No - B82, N.I.C, E, MIDC, Satpur, Nashik 422007.  
Contact -0253 3551276, 9890676024. 9975499888, E-MAIL-positivesol12@gmail.com,  
Website-<http://positiveservices.in>



SSAPL/HRD/2022/111164

04<sup>th</sup> January 2022

**Mr. Aditya Anil Kanojia**

Nashik.

Dear Aditya,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as 'GET- Graduate Engineer Trainee' at our organization for **one year** on the following terms and conditions:

**Date of Joining:** 04/01/2022.

**Completion of Period:** 03/01/2023.

**Stipend:** - Rs.1,80,000/- (Rupees One Lakh Eighty Thousand only) p.a. cost to the company.

Company rules do not provide for payment of any overtime and any other perquisites to your cadre.

**Leaves:** - During your training period you will not be entitled for leave except paid holidays declared by Company.

**Secrecy:** - You shall, at all time, maintain complete secrecy about the Company's business related information processes and the like which may come to your knowledge during the period of your training.

During your employment with us you shall not without the written permission of the Company, publish any article or deliver, any talk on any subject related to your profession or participate as a member of any organization connected with your profession.

You shall keep and render faithful account of all properties of the company entrusted to you in the course of your "GET-Graduate Engineer Trainee" Appointment with the company. You shall inform the company immediately regarding any inventions, patents, processes etc. and it will become the property of the Company.

**Termination:-** During the "GET-Graduate Engineer Trainee" Appointment, this contract may be determined by the Company or by the trainee by a written notice of one month or on payment of the month's stipend in lieu thereof.

This contract shall lapse on the expiry of the period or the contract can be modified / amended / converted into a contractual appointment for a period as decided by the Company.

This company reserves the right to terminate this contract without notice or any compensation, if any act of the trainee is found detrimental to the interest of the Company or its associates and the company's decision in this respect shall be final. If for any reason, you wish to terminate

A

# Samsonite

the Contract you may do so by giving 1 (One) month's notice in writing, or pay the Company 1 (one) month's basic salary in lieu thereof. Similarly, the Company can at its discretion, terminate your Contract by giving 1 (One) month's notice in writing or 1 (One) month's basic salary in lieu thereof.

The following acts also of yours shall invite termination of this contract: -

- a) Performance found below expectations during training / contractual period.
- b) Involvement in serious misconduct during training / contractual period.
- c) Repetitive/habitual mistakes made during training /contractual period.
- d) Willful damage to work in process or to any property of the establishment.

This engagement is offered to you based on the information provided by you in your application and during the course of subsequent correspondence and meetings.

Should any of the information furnished by you prove to be incorrect or false, the company will view it seriously and take appropriate action as it may be advised.

**Date of Birth:** - On the strength of the document submitted, we have recorded your date of birth as 10<sup>th</sup> January 2000.

**Anti-Bribery, Fair Practice and Ethics:** By signing this letter, you hereby confirm receipt of the Global Anti-corruption Compliance Policy of the Company and had read and understood it completely in all respects and during the entire term of this Agreement, you will ensure its compliance alongwith terms and conditions of all such policies, guidelines and code of conduct as may be issued and amended by the Company from time to time in connection with Fair Trade Practices, Ethics, Anti-corruption and Bribery Policies, Employee Code of Conduct any other similar policies which are in line with Company's global policies. You further agree to co-operate with the management of the Company in establishing transparency and fairness in its business dealings.

You further confirm and agree that while your employment with Samsonite, you will:

- a. avoid behavior that amounts to requesting, accepting, giving or offering anything of value to or from anyone to reward improper performance of an official duty or to obtain an unfair business advantage
- b. not request, accept, make, offer to make, or promise to make payments, or give anything of value, directly or indirectly, to or from any third party, including without limitation any Government Official, for the purpose of assisting Samsonite in obtaining or retaining business or securing an improper business advantage
- c. comply with the gift and hospitality, entertainment and free samples policy of the Company as per Global Anti-Corruption Compliance Policy of the Company
- d. comply with the antitrust and competition laws of the country and will not enter into agreements/arrangements that will limit or restrict competition.
- e. Ensure that all financial and accounting records, research, sales reports, expense records or reports, timesheets and other documents must be accurate and truthful and all documents filed with public, governmental, judicial or regulatory entities must represent the facts of the underlying matter clearly and honestly.
- f. never directly or indirectly provide or offer to provide money, products, services or anything of value to any government/semi-government official, political candidate or

Samsonite South Asia Pvt. Ltd

Factory & Regd. Office : Gat No. 159 To 163 | Village Gonde (Dumala) | Taluka Igatpuri | Nashik-422403. | Phone : 91-2553-229700 | Fax : 91-2553-229702

Corporate Office : 402 Aknuli Star | Central Road | MIDC | Andheri (E) | Mumbai - 400 093 | Phone : 91-22-62612600 | Fax : 91-22-28352510

CIN NO : U19120MH1995PTC094267 | Website : www.samsoniteindia.com

# Samsonite

political organization in for the purpose of obtaining or retaining business, securing favorable regulatory action or for personal gain.

g. never offer, solicit or accept any bribe, illicit rebate or kickback. All money received from any current or prospective business partner of Samsonite should be recorded in Samsonite's financial books.

h. never solicit or request a gift from a current or prospective business partner of Samsonite.

i. avoid all situations in which your personal interests may conflict, or appear to conflict, with Samsonite's interests.

j. protect Samsonite's assets from fraud, loss, damage, misuse and theft. All assets of the Company should be used efficiently and for legitimate business purposes only

k. not be involved in any kind of unethical, unfair or corrupt trade practices

Please sign and return the duplicate copy of this letter in token of your acceptance of the above terms and conditions, at the earliest.

Yours faithfully,

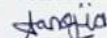
For SAMSONITE SOUTH ASIA PVT. LTD.,



AJITKUMAR NAIR  
HEAD-HR

Declaration by the Graduate Engineer Trainee: I have read and understood the above terms and conditions. I hereby accept this engagement on the above terms and conditions. I have joined duty on -

Date: 11/01/2022

  
(Signature)

## OFFER LETTER

**SWCS/OL/JULY-0002/2021-22**

**Date: 03/08/2021**

To ,

**Mr. Ajay Prabhakar Sutar,**  
Nashik-422012.

Dear Mr. Ajay

It gives us great pleasure to offer the role of **Design& Development**. You are requested to join w.e.f. **10<sup>th</sup> August 2021, Tuesday at 09:00 am.** Upon joining you will contact HR Department for further activities.

The Compensation & other benefits would be entitled are stated in the Annexure A & B. We request you to go through the same. Company will provide you detailed appointment letter after your joining with us.

For any queries feel free to contact HR Department.

We hereby welcome you into the folds of SUPERNOVA.

Thanks & Regards,

For **SUPERNOVA WATERJET CUTTING SYSTEMS**



**Mr. VIJAY LAGAD.**

**(CEO & MANAGING PARTNER)**

The following points outline the terms and conditions we are proposing.

- A. Title: “Design & Development”**
- B. Job description:** Your detailed Job description & KRA for Production will be assigned to you after joining.
- C. Joining Date: 10<sup>th</sup> August 2021, Monday.**
- D. Duty Timing: Shift Duty**
- E. Remuneration: INR 1.44 Lacs CTC (Cost to the Company, Govt. Taxes are applicable, See Annexure-A)**
- F. Other Terms: -**
  1. Your probation period will be for **06 months**. The said period may be extended for a further period, as the company deems fit to extend having regard to the nature and extend of your performance. Conversely, the company may curtail your probation if it seems fit, and at its sole discretion.
  2. Your monthly emoluments will be Seen in **Annexure-A**.
  3. At the end of the probation period, or the extended period, the company shall inform you in writing in the event of its decision to make you a permanent employee. In the event of your probationary service not being found satisfactory, the company reserves the right to terminate your services without assigning any reason thereof.
  4. It is the essence of your appointment that, for all intents and purposes, you shall continue to be probationer until otherwise informed in writing by the company.
  5. During a period of One Year, neither you shall avail any kind of leave, nor shall you be entitled to any other benefits to which a permanent employee may be entitled.
  6. You shall perform all duties that you may be required to perform as "**Design**". And shall also perform such other duties as may be assigned to you by your superiors at their sole discretion and from time to time.
  7. It is necessary and important condition of the acceptance of your appointment that you shall not object to your transfer being made from one shift to another or from one department to another, either in case of existing products or any other products that the company manufacture, or to any of its offices, factories or places of business, present or future. It must be clearly understood that the company, in exercising its right under this clause, shall not be bound to pay any extra remuneration. You are expected to do all such work within your competence as may be assigned to you from time to time.



8. You shall not object to travel any part of India and abroad where ever necessary.
9. While you are in the services, you are not permitted to engage or devote any time or attention to any full-time or part-time employment, trade, business or occupation with or without remuneration other than that of the company. So, also you will not undertake either directly or indirectly any activity which are contrary to or inconsistent with your obligation to the company or company's interest. At any time, if it is found that there is any breach of this conditions on your part, your service is liable to be terminated.
10. You hereby give an undertaking that, during the period of your service all matters connected with your work, or any other formula, process, drawings or design information that may come to your knowledge in the course of your employment, shall at all times be treated by you as strictly confidential and shall not be disclosed to any other persons or companies. In this case, company reserve the full right of legal actions.
11. While in the services, you shall not receive any presents, gifts, commissions, loans, advances or any sort of gratification or any other benefits in cash or kind from any person or firm, and you shall handover such offering to the company immediately. You shall handover all correspondences, specifications, vouchers, literatures books, circulars, articles, goods etc. belonging or relating to the company's business which may come in to your possession during the course of your employment.
12. If, for any reason, you become incapable of performing the duties assigned to you, or in the event of your placing yourself in a position which may be in conflict with the best interest of the company, or if observed that you have furnished false particulars in your application for employment or you have deliberately not disclosed any information of which you are of the opinion would have prompted the company not to appoint you, then in all such cases your employment shall be terminated under **clause 16** hereinafter set out.
- 13. During the service period of One (1) Year, your one (1) month salary (according to CTC) will be kept with us as a security deposit and will be refunded to you after completing Thirteenth months from the month of joining period (1 Year and with the salary of 13th Month).**
14. During your services, if you leave the job before 1 year period, then the security deposit will be forfeited & you will not be entitled to get an experience certificate or any other documents. Also, in this case management reserve the rights to hold or forfeit the other commercial dues payable to you.
15. After being confirmed in writing, the company at its sole discretion may fix you in appropriate pay-grade scale. Granting of increments or promotion shall be based on merit

and satisfactory overall performance, of which the company shall be the sole judge. **Annual Increments are applicable by completion of minimum one years of service period.**

16. After being confirmed, as aforesaid, the company shall have the right to terminate your service by giving you in writing **1 Month** notice of its decision to terminate your services or by paying **1 Month Basic salary** in lieu thereof. It is also understood and agreed that you shall not leave your employment unless you have notified the company **1 month** before in writing of your decision of so doing. It is further agreed and understood that, failure to give the said notice, the company shall have the right to forfeit your salary, deposit & other dues. Also, in case of termination, company reserve the right to disburse or forfeit your security deposit amount and also management may not issue you an experience certificate. In this case, the company has sole discretion to act according to situation.
17. In the event of the resigning or termination of your employment, either during the period of training, probation or thereafter, it is incumbent that you shall hand over all the Equipments, tools, accessories, pen drives, CDs, soft files/software's login & passwords, hard & soft copies of documents including accounts, drawings, and key/private notes of the company and its activities and all copies and extracts of them made or acquired by you or as may be in your custody, care or charge to an officer of the company designated in this behalf, and obtain from him a clearance certificate, or production of which alone your accounts will be settled.
18. After leaving from the services, you shall not join/help for a period of minimum **six (6) Months** to any other similar company or its sister concern, which is dealing with the similar business activity. In case breach of this term, the management shall have right to apply to court for any injunction restraining you from committing a breach. Also damaged shall be claimed as per the norms of the company.
19. You are required to follow all the safety rules laid down by the company. In case it is observed that you are neglecting the safety and other disciplinary rules intentionally & purposefully, then Management may take strict action against you.
20. At present, the company doesn't cover any employee under the Medclaim or Personal Accident Insurance Policy. So, if you are not covered under ESIC, it will be your choice if you wish to obtain such Medic Claim or ESIC policy, it would be by your own.
21. Continuation of your service depends on your individual performance reported by your immediate senior under PMS (Performance Management Systems).
22. Before joining to our Organisation, you are required to submit recent passport size colour photographs (2 Copies) front pose, at your cost, also furnish PAN Card, Aadhaar Card, Passport Xerox copies, Educational Certificates, you are required to submit Physical &

Mental Fitness certificate from your family doctor not lower than the medical degree of MBBS/BAMS.

23. You are required to produce satisfactory proof of your age. The same may be evidence from the school-leaving certificate, birth certificate, PAN Card, Aadhaar Card & Passport (any of the above). Once the proof of age is accepted and taken on the company's record, you shall not be heard to ask for a change in your date of birth. It is imperative to note that if it comes to the knowledge of the company that you have given a wrong age, or have submitted false documents in proof thereof, you shall be liable, without anything more, to an immediate and forthwith termination without compensation of whatsoever nature of any kind.
24. It is a condition of your service that your age of retirement shall be on completion of Fifty-Eight (58) Years. The company, however, as its sole discretion, may extend the period of your employment to such further period, as the exigencies of the company's business may demand.
25. During your employment, you shall furnish to the company your correct residential address and immediately notify any change in the address. In the event of your leaving station, for whatsoever reason, you shall notify to the company the correct address of the place to which you are going and where you can easily be contacted.
26. In addition to the above, all such other rules & regulations as may be in operation at the time of your joining the service of the company, and as may be amended or added from time to time shall also apply to you.
27. In case, if any addition or deletion is done in appointment letter on time-to-time basis then the same shall be applicable to you.
28. You will be reporting to **Manager-Production.**
29. All other general clauses of employee HR policy are applicable to you.
30. It is expressly agreed and declared that, your appointment has been made at **"SUPERNOVA WATERJET CUTTING SYSTEMS", G-26, MIDC Ambad, Nashik-422010, and Maharashtra, India.** And that any dispute, suit action, proceeding arising out of these terms mentioned in this offer letter, or breach thereof or in respect of any matter or thing contained or any claim by either party against the other shall be instituted or adjudicated upon or decided in the first instance by the appropriate court in Nashik Only.

The terms of your appointment, set out hereinabove, being read out and explained to you in the language you understood, you are required to sign a duplicate copy of this letter, if the said terms and conditions are acceptable to you.

We look forward to join you as a member of “**SUPERNOVA**” in an atmosphere that is successful and mutually challenging and rewarding.

**For SUPERNOVA WATERJET CUTTING SYSTEMS.**

**Mr. VIJAY LAGAD**  
**CEO & Managing Partner.**

**(\*The copy of the documents to be signed& submitted by the candidate)**

I have read and understood the above terms and conditions of my employment and

I have signed this letter as a token of my acceptance thereof.

Date: -----

Date:14-09-2021

Employee Code :H32895  
Name :AJINKYA SANJAY BEDARKAR  
Location :NASHIK

## LETTER OF APPOINTMENT

Dear AJINKYA SANJAY BEDARKAR

We are pleased to appoint you an employment in our organization Adecco India Pvt. Ltd., as **Technical ASSISTANT** for a fixed period of employment (“Contract”), on the following terms and conditions.

1. The term of your employment shall be valid from **01-09-2021** to **31-08-2022**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.
2. You shall report to work on **01-09-2021** at 9.00 a.m. at **BOSCH LIMITED, NASHIK**.
3. Details of your salary break up with components are as per the enclosure attached herewith.
4. This contract shall be terminable by either party giving **30** day’s notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from **01-09-2021** be deputed by the Company to work at the client’s office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.
7. These terms and conditions would be deemed accepted /acknowledged in case we do not receive your response within 15 days from the date of issue of this letter.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amount due, if any, shall be credited to your savings bank account.

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

With warm regards,

**Adecco India Pvt. Ltd.**



Arun Soman  
Sr. Manager – SSC



Simi Chacko  
Asst. Manager - SSC

Authorized Signatory

Enclosures: - (i) Compensation Sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## COMPENSATION SHEET

Employee Code: <b>H32895</b>
Name : <b>AJINKYA SANJAY BEDARKAR</b>
Designation : <b>Technical ASSISTANT</b>

Compensation	Rs. Per Month
BASIC SALARY	15000.00
STATUTORY BONUS RECURRING	1250.00
HOUSE RENT ALLOWANCE	2736.00
GROSS (SUB TOTAL A)	18986.00
PROVIDENT FUND EMPLOYER	1800.00
ESI DEDUCTION- EMPLOYER	617.00
EMPLOYER PF ADMIN CHARGES	75.00
EMPLOYERS EDLI CHARGES	75.00
EMPR INSURANCE GMC	26.00
EMPR INSURANCE GPA	21.00
EMPLOYER DEDUCTION (SUB TOTAL B)	2614.00
CTC (SUB TOTAL A+B)	21600.00
PROVIDENT FUND EMPLOYEE	1800.00
ESI DEDUCTION- EMPLOYEE	142.00
EMPLOYEE DEDUCTIONS (SUB TOTAL C)	1942.00
TAKE HOME (SUB TOTAL A-C)	17044.00

Annual CTC : **Rs. 259200.00**

**Note :** "Take home is subjected to all statutory deductions and applicable tax deductions"



Arun Soman  
Sr. Manager – SSC



Simi Chacko  
Asst. Manager - SSC

Authorized Signatory  
**Adecco India Pvt. Ltd.,**

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **STANDARD TERMS OF EMPLOYMENT**

### **1. VALIDITY TERM OF EMPLOYMENT:**

1.1. Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as maybe indicated therein.

1.2. It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.

1.3. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.

1.4. Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.

1.5 In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

### **2. COMPENSATION:**

2.1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.

2.2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.

2.3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

### **3. TERMINATION:**

3.1. At the time of termination of the employment due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary, bonus or any other payment owed to you under the terms of your employment.

### **4. DISCRETION:**

4.1. Your employment is subject to you being certified medically fit by a registered medical practitioner

4.2. During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.



## 5. DEPUTATION:

5.1. During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receive any payments, either as fees, expenses, reimbursement or such other allowance, directly from the Client to whose site you may be deputed.

## 6. RULES/POLICIES OF THE CLIENT:

6.1. In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).

6.2. You shall also abide by any training that may be offered to you by the Client.

6.3. You shall be bound to follow the working hours of the Client's organization.

## 7. NON - DISCLOSURE:

7.1. You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside the Client's organization and you shall use such confidential Information only in connection with the services provided by you to such Client.

7.2. Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

## 8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

8.1. You are employed by the company on the express understanding that all services provided by you whether at the Company site(s) or on deputation, are being done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favor of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

## 9. LIABILITY:

9.1. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.

9.2. Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.

9.3. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

## 10. INDEMNITY:

10.1 You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.

We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our Clients. We welcome your experience and skills to our team and expect your effort and talent to be a part of our growth and success.

You are requested to provide the following documents as mentioned in (1.3), in case if you have already not provided, within a 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "Form F"
- PAN Card ,Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)

## CONSENT LETTER

- Adecco India (“Adecco”) may collect, use or disclose the Personal Data which you provide to Adecco India for the Purpose described in the Adecco’s Data Privacy Policy (<https://www.adecco.co.in/privacy-policy/>) (“Adecco Policy”) including the provision of Services, storage, analytical or dispute resolution purposes, as well as, to comply with applicable laws, regulations and Adecco’s internal policies. Capitalized terms used in this form and not expressly defined shall have the same meaning as set out in the Adecco Policy.
- Adecco may also share your Personal Data with Adecco’s employees, officers, directors, clients (and its agents), Suppliers or third party vendors (IT, financial and legal advisors), or any statutory authorities and/or to any other Adecco affiliates, based locally or abroad, in order to reasonably achieve the Purpose. In any case, transfers to third parties will strictly be on a need to know basis, in order to comply with contractual or legal obligations.
- Adecco will handle, maintain and store your Personal Data - for a limited period of time, in compliance with Adecco Policy and the applicable laws and regulations.
- Adecco relies on your Personal Data to achieve the Purpose; hence, you warrant that the Personal Data you provide is accurate, correct and complete. If you wish to correct, update or delete your Personal Data, you may contact Adecco’s Data Protection Officer at [legal.India@adecco.com](mailto:legal.India@adecco.com).
- You are entitled to withdraw this consent at any time by giving notice to the Adecco’s Data Protection Officer. You acknowledge that such withdrawal shall apply prospectively and only affect Adecco’s future use or disclosure of your Personal Data.
- If you have any queries regarding Adecco’s treatment of your Personal Data, this consent form or any related matter, you may refer to [Adecco’s Data Protection Officer](mailto:legal.India@adecco.com) at: [legal.India@adecco.com](mailto:legal.India@adecco.com)
- For any government welfare scheme Aadhar is mandatory. Accordingly by signing this explicit consent letter you hereby allow Adecco to collect your Aadhar card/details. This will enable Adecco to link your Aadhar details to welfare schemes like ESI, EPFO etc. If you have any issue in sharing the details please specify the reasons in writing.
- You acknowledge that you have read and understood this consent and the Adecco Policy and provide your express consent to the collection, use and disclosure of your Personal Data as therein described.

Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

## Offer Letter

Date: 9<sup>th</sup> July, 2021

To,  
**Ms. Akanksha Porje**  
Vadner Dhumala, Nashik,  
India – 422401.

### Sub: Letter of Offer for Employment

We are pleased to offer you an appointment in our organization as Trainee Engineer with effect from 02<sup>nd</sup> Aug 2021. You will be based in our Kandivali -West office.

You will be paid gross emoluments as detailed below:

1. Remuneration:

- a) Your training period 1 Year
- b) Your stipend during training will be Rs. 25,000/-

2. Leave:

On confirmation you will be entitled to 30 days leave. During the course of training period you are entitled of 2 days monthly leave after completing successful work for 30 days.

3. Transfer:

The company may utilize your services in any section/division, office or establishment and /or related companies forming part of group, in any location worldwide. The remuneration or compensation will be discussed depending on the location at the time of transfer.

4. Other Matters:

a) You will not without obtaining prior written permission from the company carry any business or profession or any part-time assignment or publish any article or deliver any talk on any subject related to the activities you are either directly or indirectly engaged in for the company. You will devote entire attention to your duties to promote the interest of company.

b) Email facility provided by company is to be used exclusively for company's official business. The company have right to check the email sent and received.



**Vaxom Packaging Pvt. Ltd.**



Regd. Office :- 92-D Govt. Industrial Estate, Kandivali (W), Mumbai - 400 067, INDIA. Tel / Fax : 022 28600288 • www.axomatic.co.in

c) If for the any reason you wish to resign from the company's services, you may do so by giving 3 (three) months' notice in writing. Similarly company can at its discretion terminate your services by giving 3 (three) months' notice in writing.

d) If company send you for overseas training, than you are agreed to sign a 3(three) years bond.

e) Any change in the rules and regulations, policies and guidelines announced by the company from time to time and applicable to you will form a part of this contract of employment.

We welcome you as a member of Vaxom Packaging and hope that our association will be mutually rewarding.

For Vaxom Packaging (P) Ltd.  
For VAXOM PACKAGING PVT.LTD.  
  
Shirish Vaibya, Director

CC: Mr. Madhukar Dube (Training & Placement Cell)

CC: Mr. Permindur Singh (Chief Executive Officer)



SSAPL/HRD/2022/111162

03<sup>rd</sup> January 2022

**Mr. Akash Rajaram Thale**  
Nashik.

Dear Akash,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as '**GET- Graduate Engineer Trainee**' at our organization for **one year** on the following terms and conditions:

**Date of Joining:** 03/01/2022.

**Completion of Period:** 02/01/2023.

**Stipend:** - Rs.1,80,000/- (Rupees One Lakh Eighty Thousand only) p.a. cost to the company.

Company rules do not provide for payment of any overtime and any other perquisites to your cadre.

**Leaves:** - During your training period you will not be entitled for leave except paid holidays declared by Company.

**Secrecy:** - You shall, at all time, maintain complete secrecy about the Company's business related information processes and the like which may come to your knowledge during the period of your training.

During your employment with us you shall not without the written permission of the Company, publish any article or deliver, any talk on any subject related to your profession or participate as a member of any organization connected with your profession.

You shall keep and render faithful account of all properties of the company entrusted to you in the course of your "**GET-Graduate Engineer Trainee**" Appointment with the company. You shall inform the company immediately regarding any inventions, patents, processes etc. and it will become the property of the Company.

**Termination:-** During the "**GET-Graduate Engineer Trainee**" Appointment, this contract may be determined by the Company or by the trainee by a written notice of one month or on payment of the month's stipend in lieu thereof.

This contract shall lapse on the expiry of the period or the contract can be modified / amended / converted into a contractual appointment for a period as decided by the Company.

This company reserves the right to terminate this contract without notice or any compensation, if any act of the trainee is found detrimental to the interest of the Company or its associates and

the company's decision in this respect shall be final. If for any reason, you wish to terminate the Contract you may do so by giving 1 (One) month's notice in writing, or pay the Company 1 (one) month's basic salary in lieu thereof. Similarly, the Company can at its discretion, terminate your Contract by giving 1 (One) month's notice in writing or 1 (One) month's basic salary in lieu thereof.

The following acts also of yours shall invite termination of this contract: -

- a) Performance found below expectations during training / contractual period.
- b) Involvement in serious misconduct during training / contractual period.
- c) Repetitive/habitual mistakes made during training /contractual period.
- d) Willful damage to work in process or to any property of the establishment.

This engagement is offered to you based on the information provided by you in your application and during the course of subsequent correspondence and meetings.

Should any of the information furnished by you prove to be incorrect or false, the company will view it seriously and take appropriate action as it may be advised.

**Date of Birth:** - On the strength of the document submitted, we have recorded your date of birth as 07<sup>th</sup> July 1998.

**Anti-Bribery, Fair Practice and Ethics:** By signing this letter, you hereby confirm receipt of the Global Anti-corruption Compliance Policy of the Company and had read and understood it completely in all respects and during the entire term of this Agreement, you will ensure its compliance alongwith terms and conditions of all such policies, guidelines and code of conduct as may be issued and amended by the Company from time to time in connection with Fair Trade Practices, Ethics, Anti-corruption and Bribery Policies, Employee Code of Conduct any other similar policies which are in line with Company's global policies. You further agree to co-operate with the management of the Company in establishing transparency and fairness in its business dealings.

You further confirm and agree that while your employment with Samsonite, you will:

- a. Avoid behavior that amounts to requesting, accepting, giving or offering anything of value to or from anyone to reward improper performance of an official duty or to obtain an unfair business advantage
- b. Not request, accept, make, offer to make, or promise to make payments, or give anything of value, directly or indirectly, to or from any third party, including without limitation any Government Official, for the purpose of assisting Samsonite in obtaining or retaining business or securing an improper business advantage
- c. Comply with the gift and hospitality, entertainment and free samples policy of the Company as per Global Anti-Corruption Compliance Policy of the Company
- d. Comply with the antitrust and competition laws of the country and will not enter into agreements/arrangements that will limit or restrict competition.
- e. Ensure that all financial and accounting records, research, sales reports, expense records or reports, timesheets and other documents must be accurate and truthful and all documents filed with public, governmental, judicial or regulatory entities must represent the facts of the underlying matter clearly and honestly.
- f. Never directly or indirectly provide or offer to provide money, products, services or anything of value to any government/semi-government official, political

# Samsonite

- candidate or political organization in for the purpose of obtaining or retaining business, securing favorable regulatory action or for personal gain.
- g. Never offer, solicit or accept any bribe, illicit rebate or kickback. All money received from any current or prospective business partner of Samsonite should be recorded in Samsonite's financial books.
  - h. Never solicit or request a gift from a current or prospective business partner of Samsonite.
  - i. Avoid all situations in which your personal interests may conflict, or appear to conflict, with Samsonite's interests.
  - j. Protect Samsonite's assets from fraud, loss, damage, misuse and theft. All assets of the Company should be used efficiently and for legitimate business purposes only
  - k. Not be involved in any kind of unethical, unfair or corrupt trade practices

Please sign and return the duplicate copy of this letter in token of your acceptance of the above terms and conditions, at the earliest.

Yours faithfully,  
For SAMSONITE SOUTH ASIA PVT. LTD.,

  
AJITKUMAR NAIR  
HEAD-HR

**Declaration by the Graduate Engineer Trainee:** I have read and understood the above terms and conditions. I hereby accept this engagement on the above terms and conditions. I have joined duty on -

**Date:** \_\_\_\_\_

(Signature)





25<sup>th</sup> June 2021

Sub: Offer of employment by Pin Click

Dear Akshay Krishna Patil,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”, with effect from **30th June 2021**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached here with Annexure A. Once the PPO is confirmed **4.8 LPA** is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Thane** 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, client and partners.



The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Akshay Krishna Patil	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	30 <sup>th</sup> June 2021	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,736	80,832
	House Rent Allowance	5,000	60,000
	Conveyance Allowance	1600	19,200
	Medical Reimbursement	1,250	15,000
	Special Allowance	4,283	51,396
	<b>Sub-Total I / Gross Pay</b>	<b>18,869</b>	<b>2,26,428</b>
<b>B</b>	Professional Tax	200	2,400
	PF Employer	808	9,696
	ESI	142	1,704
<b>A-B</b>	<b>Net Salary</b>	<b>17,719</b>	<b>2,12,628</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	808	9,696
	Gratuity	323	3,876
	<b>Sub Total II</b>	<b>1,131</b>	<b>13,572</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>20,000</b>	<b>2,40,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> *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>*Two-wheeler is mandatory with valid driving license.</p>			
<ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			



The details of your annual earnings are as **Annexure B.**

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Akshay Krishna Patil</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>30<sup>th</sup> June 2021</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Sub-Total I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>Sub Total II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> *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>*Two-wheeler is mandatory with valid driving license.</p> <p>There will be 14 days of training period and an assessment then your payroll will start</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			

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 PinClick

Property Management Pvt Ltd.,

Mr.Manik Kinra

Co Founder



## 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 PinClick 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: \_\_\_\_\_



PRIVATE & CONFIDENTIAL

To,  
Mr Amit B Chaudhari  
F No A1, Satguru Sankul Apartment.  
Shri Shri Ravi Shankar Marg,  
Vidhate Nagar, Nashik.

Sub: Letter of Offer

Dear Mr Amit,

With reference to your application and the subsequent interviews you had with us, we have the pleasure in offering you an appointment as Graduate Engineer Trainee - GET in our Company.

We expect you to join us on or before **01<sup>st</sup> September 2021** at 9.00 a.m. at our **Nagothane Plant** and contact undersigned for joining formalities / induction.

This is only an offer of appointment and a detailed appointment letter will be issued to you on joining. The offer letter entails you to join by the stipulated date. Any extension shall be approved in writing failing which the offer lapses on the stipulated date.

This offer is subject to satisfactory reference checks and medical fitness.

Your monthly remuneration would be as discussed and agreed. The break-up of the salary structure would be provided along with the appointment letter.

Please submit self attested copies of Certificates in proof of your age (School Transfer/ leaving Certificate), education, experience, relieving letter of present & previous employment, monthly emoluments (Salary Slip), PAN details, Aadhar Card, cancelled cheque and 6 copies of passport size photographs at the time of joining.

Please sign and return the duplicate copy of this letter as a token of your acceptance indicating the earliest date of your joining.

Thanking you,

Yours Sincerely,

for JINDAL SAW LIMITED

  
Dr S B Sinha.  
Sr. General Manager (HR & IR)

  
Amit B Chaudhari



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218990566/Pune**  
**Date: 17/12/2021**

Mr. Amit Deepak Gaikar  
Siddhi Apartment Pathrdi Phata,  
Pathrdi Phata,  
Nashik-422010,  
Maharashtra.  
Tel# -

Dear Amit Deepak Gaikar,

**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.

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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**  
**TCSL/DT20218990566**

1

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **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 / Xperience 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.

## **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.

TCS Confidential

TCSL/DT20218990566

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 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





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 recommended 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.

### **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**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **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, 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. 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**

<b>Name</b>	<b>Amit Deepak Gaikar</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Guru Gobind Singh College Of Engineering And Research Centre, Nashik</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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 / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> 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.



vijay sarode &lt;vijay.sarode@ggsf.edu.in&gt;

---

**Fwd: CONFIRMATION LETTER**

---

**Aniket nagdeo** <en001467@gmail.com>  
To: "vijay.sarode@ggsf.edu.in" <vijay.sarode@ggsf.edu.in>

Mon, Dec 13, 2021 at 2:42 PM

----- Forwarded message -----  
From: **Kritika Datta** <kritika\_datta@idexcel.com>  
Date: Mon, 6 Dec, 2021, 5:50 pm  
Subject: CONFIRMATION LETTER  
To: <en001467@gmail.com>

## CONFIRMATION LETTER

Name : **Aniket Nagdeo**  
E-mail ID : [en001467@gmail.com](mailto:en001467@gmail.com)  
Contact : **7020230956**

Dear **Aniket Nagdeo**,

Our hiring team is positively excited to meet and get to know you over the past few days. It is my pleasure to

offer you a position at **Idexcel Technologies Pvt. Ltd.** for the role of **Data Scientist**.

You will be reporting to the Head of our **HR TEAM** which belongs in the **Human Resource Department**.

Your expected joining date is based on your final round of the interview.

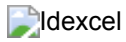
We will be offering you the following compensation and benefits after your last round of the interview.

- Your base location or work location would be **Bangalore, India**.
- Your CTC will be **(06.25 - 07.75) LPA** that is negotiable.
- All the expenses (Accommodation, Transportation, etc.) will be adjusted in the CTC.
- Private health and dental insurance plan.
- Computer workstation of your choice.
- Paid vacation leave per annum.
- Educational materials and expenses, subject to management approval.
- Eligibility for any additional Employee Benefits that the company may provide in the future.
- **Your tentative date of joining would be based on your providing us the Tableau Desktop Certified Professional.**
- **The amount you will be spending on certification that would be reimbursed to you.**

To accept the confirmation, simply hit reply on the mail that contains this **Confirmation Letter** and confirm that you agree with the proposed terms.

We are looking forward to having you in our team and to seeing you achieve great things at **Idexcel**

**Technologies Pvt. Ltd..**



**HR TEAM**

**Idexcel Technologies Pvt. Ltd.**

Crystal Plaza 9, 10 ,11 Bhuvanappa  
Layout, Hosur Rd, Bengaluru,  
Karnataka 560029

---

**2 attachments**



HRD/3T/1002837087/21-22

December 28, 2021

Mr. Arvind Wadavkar  
A/P-Loni Vyankanath, Tal-Shrigonda,  
Loni Vyankanath,  
Ahmadnagar-413702  
India

Ph: +91-9146242307

Dear Arvind,

Welcome to Infosys!

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

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

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

Warm regards,

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.12.28 19:00:24 IST  
Reason: Digitally Signed  
Location: Bangalore

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

HRD/1002837087/21-22

December 28, 2021

Mr. Arvind Wadavkar  
A/P-Loni Vyankanath, Tal-Shrigonda,  
Loni Vyankanath,  
Ahmadnagar-413702  
India

Ph: +91-9146242307

Dear Arvind,

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

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **03-Jan-2022**.

### **Location**

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

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

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

### **Training**

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

## **Probation and Confirmation**

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

## **Leave**

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

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

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

## **Agreement**

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

## **Compensation and Benefits**

### **Salary**

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

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

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

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

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

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

### **Notice Period**

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

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

### **Background Checks**

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

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

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

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

### **Other Terms and Conditions**

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



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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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



vijay sarode <vijay.sarode@ggsf.edu.in>

---

## Re: Openings for Graduate Apprenticeship Position at Epiroc Mining India Ltd - Nashik

---

Neha Patil <neha.patil@external.epiroc.com>

Tue, Dec 14, 2021 at 1:05 PM

To: vijay sarode <vijay.sarode@ggsf.edu.in>

Cc: permindur singh <permindur.singh@ggsf.edu.in>, "Dr. Neelkanth G. Nikam" <neelkanth.nikam@ggsf.edu.in>, Madhukar Dube <madhukar.dube@ggsf.edu.in>, vishvesh kathe <vishvesh.kathe@ggsf.edu.in>, Pritam kudale <pritam.kudale@ggsf.edu.in>, Gaurav Sonawane <gaurav.sonawane@epiroc.com>, Dharmesh Mehta <dharmesh.mehta@epiroc.com>

Hello Sir,

Good Afternoon!

Thank you for helping us with the candidate database and making them available for the interviews.

We have selected 2 candidates:

1. Ashish Vyavahare – Joined us on November 29, 2021.
2. Pooja Birari – Joined us on December 14, 2021.

Regards,

**Neha Patil**

Trainee – Human Resources

---

**Epiroc**

Epiroc Mining India Ltd

Postal address: 90 Satpur MIDC, Nashik 422007

E-mail: [neha.patil@external.epiroc.com](mailto:neha.patil@external.epiroc.com)

---

**United in performance. Inspired by innovation.**

---

**From:** vijay sarode <[vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in)>

**Sent:** 12 November 2021 12:07

**To:** Gaurav Sonawane <[gaurav.sonawane@epiroc.com](mailto:gaurav.sonawane@epiroc.com)>

**Cc:** Dharmesh Mehta <[dharmesh.mehta@epiroc.com](mailto:dharmesh.mehta@epiroc.com)>; Neha Patil <[neha.patil@external.epiroc.com](mailto:neha.patil@external.epiroc.com)>; permindur singh <[permindur.singh@ggsf.edu.in](mailto:permindur.singh@ggsf.edu.in)>; Dr. Neelkanth G. Nikam <[neelkanth.nikam@ggsf.edu.in](mailto:neelkanth.nikam@ggsf.edu.in)>;

1/3/22, 4:57 PM

Guru Gobind Singh Foundation Mail - Re: Openings for Graduate Apprenticeship Position at Epiroc Mining India Ltd - Nashik

Madhukar Dube <[madhukar.dube@ggsf.edu.in](mailto:madhukar.dube@ggsf.edu.in)>; vishvesh kathe <[vishvesh.kathe@ggsf.edu.in](mailto:vishvesh.kathe@ggsf.edu.in)>; Pritam kudale <[pritam.kudale@ggsf.edu.in](mailto:pritam.kudale@ggsf.edu.in)>

[Quoted text hidden]

[Quoted text hidden]

# BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION)

(An Autonomous Body Under Ministry of Human Resource Development, Department of Higher Education, Government of India)

2nd Floor, Administrative Building, ATI Campus, V.N.Purav Marg, Sion, Mumbai - 400022

Phone No: 022 - 24055635 / 24053682 Fax No: 022-2405 5923 Email: placement.boatwr@gmail.com

Website: <http://www.mhrdnats.gov.in/>



## APPRENTICESHIP CONTRACT REGISTRATION FORM

### APPRENTICE INFORMATION

Name	Gender	Date of Birth	Age	
VYAVAHARE ASHISH SANJAY	Male	30-Dec-1999	22	
Father / Mother Name	Enrollment Number	Caste	PWD	
SULAKSHANA	WMHG006210702925	OTHERS	NO	
Address for Communication		Mobile Number	Email Address	
203, Akshay Apt., Shree Ganesha Valley, Sinnar Phata, Nashik Road Nashik, NASHIK MAHARASHTRA - 422101		7798428670	ashish_vyavahare@yahoo.com	

### EDUCATIONAL QUALIFICATION

Name of the Institution / College / University	Univ. Regn. Number / DOTE / DTE Regn. Number / +2 Regn	Month & Year of passing	Educational Qualification
GURU GOBIND SINGH COLLEGE OF ENGINEERING AND RESEARCH CENTRE, NASHIK.	71809195H	Jul-2021	Graduate in MECHANICAL ENGINEERING

### TRAINING DETAILS

Training start date	Period of Training	Stipend Rs. per month	The apprentice would be undergoing training under section 22 (1)
29-Nov-2021	12 Months	16000.0	
Contract Regn. No.	Approved On	Approved By	
NA	NA	NA	

### NAME AND ADDRESS OF THE EMPLOYER

EPIROC MINING INDIA LIMITED PRODUCT COMPNAY NASHIK - WMHNSP000011  
90, M.I.D.C. AREA, SATPUR, M.I.D.C., Nashik  
NASHIK, MAHARASHTRA - 422007

We, the Employer, Apprentice hereby declare that we have read the contents of the Apprenticeship Contracts as per the Apprenticeship Rules, 1962, as amended from time to time and agree to abide by all the provisions made thereunder. We also declare that all the provisions of the Apprentices Act, 1961, as amended from time to time including those relating to Registration and Termination of Contract are binding on us. However, we declare that the 50% stipendiary reimbursement for this contract shall not be claimed from the Government of India. According to the apprentice, it is inferred, that the apprentice has not undergone apprenticeship training elsewhere or had work. We will impart Apprenticeship training according to the approved training module/programme.

It is requested that the Registration Number may kindly be noted in your records and the claims for the reimbursement of Government share of stipend if any, may please be sent to this office once in a quarter along with Progress Report of the apprentices in the prescribed Form Apprenticeship -3.

### NOTE

This is system generated ACRF document. Agreeing to the terms and conditions in the workflow is as good as signing of physical contract form on mutual agreement between Student and Establishment. It has all legal binding as per the law if mutual trust is breached.  
IP address of Establishment submitting this request: 172.31.3.24 IP address of Student accepting this request: NA

## TERMS AND CONDITIONS OF THE CONTRACT OF APPRENTICESHIP FOR GRADUATE AND TECHNICIAN APPRENTICES

1. The period of training shall be one year (In the case of Sandwich students the period of the training shall be as stipulated in curriculum)
2. It shall not be obligatory on part of the employer to offer any employment to the apprentice on successfully completing the apprenticeship training in their establishment nor shall it be obligatory on part of the apprentice to accept an employment under the employer  

NOTE: If, however, there is a condition in the contract of apprenticeship that the apprentice shall after the successful completion of training serve the employer, the employer shall, on such completion be bound to offer suitable employment to the apprentice and the apprentice shall be bound to serve the employer in that capacity for such period and for such remuneration as may be specified in the contract subject to the approval of the Central Apprenticeship Adviser.
3. Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and not a worker and as such the provisions of any law with respect to labor shall not apply to or in relation to such apprentice
4. (i) The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and safety and carry all lawful order of the employer and superiors in the establishment  
ii) The apprentice shall learn his subject field conscientiously and diligently and attend to practical and instructional classes regularly  
iii) The apprentice shall maintain a record of his work during the period of apprenticeship training in a proforma approved by the apprenticeship advisor  
iv) Where the contract of apprenticeship is terminated for failure on the part of the apprentice of carry out terms of contract, the apprentice shall refund to the employer as cost of training such as amount as may be determined by the apprenticeship adviser. In such event, the apprentice shall not be entitled to enter into another contract of apprenticeship under the act with any other employer  
(v) The contract of apprentice can be terminated without compensation payable by the apprentice (a) If he/she secures gainful employment (on production of copy of the appointment order) and (b) If he/she is unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of civil surgeon)  
(vi) For breach of contract by the employer, the employer shall pay compensation to the apprentice an amount equivalent to his three months last drawn stipend  
(vii) Continuance of payment of stipend shall depend on the satisfactory performance of the apprentice during the period
5. (i) The employer shall make a suitable arrangement in his establishment for imparting a course of apprenticeship training to the apprentice in accordance with the provisions for the Act and Rules made there under and with the approval of the respective Regional Central Apprentice Adviser  
(ii) Every employer is required to formulate a "Training Programme" for the training of Graduate/Technician apprentices and get it approved by the respective Regional Central Apprentice Adviser  
(iii) The employer will arrange for suitable person to be placed in charge of training of apprentices as laid down
6. (i) A Graduate/Technician Apprentice shall work according to the normal hours of work of the department in the establishment to which they are attached for training. Leaves for apprentices will be guided by the training establishments leave policy.  
(ii) The stipend of a particular month shall be paid on or before the 10th of the following month
7. Please preserve copy of the ACRF and Certificate submitted by the candidate for future reference





vijay sarode <vijay.sarode@ggsf.edu.in>

---

## Opening for Trainee Engineer

---

**Chetankumar Shinde** <chetan@dmltd.in>

Thu, Feb 24, 2022 at 12:08 PM

To: vijay sarode <vijay.sarode@ggsf.edu.in>

Cc: Madhukar Dube <madhukar.dube@ggsf.edu.in>, "Dr. Neelkanth G. Nikam" <neelkanth.nikam@ggsf.edu.in>, vishvesh kathe <vishvesh.kathe@ggsf.edu.in>

Dear Sir,

We have selected Mr. Atharva Mokalkar as Trainee Engineer in our organization. He joined w.e.f.21.02.2022.

This is for your information please.

Regards,

**Chetankumar Shinde**

**AM- HR & Admin**

**Cell 91 9881111093**



Office (B): +91 253 2382238/67 | Office (D): +91 253 2382238/67

Facsimile: +91 253 2382926

Mail :- [hrd1@deltamagnets.com](mailto:hrd1@deltamagnets.com) | [www.deltamagnets.com](http://www.deltamagnets.com)

B 87 | Ambad MIDC Area | Nashik | 422010 | India



---

### Disclaimer

This email/message and any attachments thereof are intended solely for the use of the individual(s) to whom it is addressed. It may contain privileged or confidential or proprietary information and should not be circulated or used for any purpose other than for what it is intended. If you have received this email/message in error, please notify the originator immediately and instantaneously delete the email/message and any attachments from your system. If you are not the intended recipient, you are notified that you are strictly prohibited from using, copying, altering, distributing or disclosing the contents of this email/message. Delta Magnets Ltd. accepts no responsibility for loss or damage arising from the use of the information transmitted by this email/message including interception, corruption, delays and/or damage from virus.

**From:** vijay sarode [mailto:[vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in)]  
**Sent:** Saturday, February 05, 2022 10:53 AM  
**To:** [chetan@dmltd.in](mailto:chetan@dmltd.in)  
**Cc:** Madhukar Dube; Dr. Neelkanth G. Nikam; vishvesh kathe  
**Subject:** Fwd: Opening for Trainee Engineer

Dear Sir,

[Quoted text hidden]



vijay sarode <vijay.sarode@ggsf.edu.in>

---

## Trainee Engineer

---

**Nitin Geet** <ngeet@bajajsons.com>  
To: vijay sarode <vijay.sarode@ggsf.edu.in>  
Cc: lks.devanhalli@bajajsons.com

Mon, Nov 29, 2021 at 2:54 PM

Dear Sir,

Please find below candidates is join our organization from 24/11/2021 as GET apprentice and his stipend is Rs.15,000/- P.M.

1} Mr. Aditya Shyam Shinde

2} Mr. Niraj Kishor Ladhe

[Quoted text hidden]



**OFFER LETTER**

**Date: 17th July, 2021**

**To,  
Chetan Shriram Goud**

**Sub: Letter of Offer for Employment**

**Dear Chetan,**

We are pleased to offer you an appointment in our organization as a **Customer Sales Associate** with effect from **19<sup>th</sup> July 2021** as joining date.

You will be paid gross emoluments 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.

The probation period is for 6 (Six) Months & it can get extended to another 6 (Six) months, if company finds you not worth towards your job or the company or both. The clause of 6 (Six) month (as mentioned above) also refers that, the company reserves sole right to terminate your service under the same, similar or such circumstances. Employment as per this offer is subject to your being medically fit.

**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 becoming world leaders. We assure you of our support for your professional development and growth.

**Signature of Employee**

**(Read & Accepted)**



**Annexure – A**

Following are the total emoluments which shall be paid as discussed with you in the interview in person:-

Basic Pay	30.00%	4200	
Dearness Allowances	20.00%	2800	
House Rent Allowances	20.00%	2800	
Medical Allowances	15.00%	2100	
Conveyance Allowances	10.00%	1400	
Mobile Allowance	5.00%	700	
<b>Total</b>	<b>100.00%</b>	<b>14000</b>	
Internet Allowances	<b>WFH</b>		
Attendance Bonus	<b>Nil</b>	-	<b>Completion 31/30 days including 4 Weekly offs'</b>
<b>GROSS SALARY</b>	<b>100.00%</b>	<b>14000</b>	
<b>Deduction (Professional Tax)</b>	<b>Below 10,000</b>	<b>200</b>	<b>Deduction Shall be Applicable As Per Norms.</b>
<b>MONTHLY NET SALARY</b>	<b>100.00%</b>	<b>13800</b>	

**Total CTC: One Lakh and Sixty Eight Thousand Only**

**NOTE: -** All other government and legal dues (such as Income Tax etc.) shall be implemented, if applicable.

**Yours truly,**

**For Omiz Solutions.**

**Anupama Kodoth**  
**Human Resource Executive**

**Signature of Employee**  
**(Read & Accepted)**



## **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 are also required to submit the following documents in Xerox, 4 copies each except sub. Section 1.3 of provision 1, to the HR Department on the date of receiving of this letter:-

- 1.1. Relevant copies of Academic /Professional attainments and work experience.*
- 1.2. Documentary evidence of Date of Birth, No Due Certificate and Relieving letter*
- 1.3. Two passport sizes colored Photographs.*
- 1.4. Blood group Certificate & Medical fitness report.*
- 1.5. I.D Proof- Pan Card details, License, Passport or Voters Card (mandatory to Open the bank Account).*
- 1.6. References from your current organization, which has to be completed before Your joining Continuum Systems.*

### **2. Nature of Work:**

Your nature of work mainly includes all the aspects of responsibilities assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

### **3. Working Hours:**

The regular working hours of the company are 8 hours a day or 48 hours a week excluding the spread over mentioned according to the statute. You will be required to work extra hours as and when required and informed by your senior.

### **4. Late comings:**

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day marked as absent for every three late marks.

### **5. Assignment, Transfer and Deputation:**

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

### **6. Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you by the company as per the requirement. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.

Signature of Employee

(Read & Accepted)



**7. Performance Reviews/Appraisal:**

The Company has a policy of Yearly salary appraisal based on your performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous six months.

**8. 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, utilize and exploit 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.

**9. 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 including competitors and former employees, 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 endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged. If any such issue arises you would be responsible to bear all the losses incurred to the company.

**10. Restrain:**

**i. Access to Information:**

Information is available on need to know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

**ii. Restriction on Personal Use:**

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

A handwritten signature in black ink, appearing to be "Shantanu", written over a horizontal line.

**Signature of Employee**

**(Read & Accepted)**



#### **11. Leave:**

You will be entitled to paid leave after 12 Months of your confirmation as per law in force and as laid down in the Standing Orders of the company. The company does not provide any kind of paid leave during probation period. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in writing in advance. Late marks will be accorded to you for every late entry with one day of absence counted for every three late marks & will affect your appraisal in the company.

#### **12. Security:**

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

#### **13. Termination of Service:**

- i. Either party can terminate this employment by serving a notice of fifteen days during probation period or one month in case of confirmation on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.
- ii. Unauthorized absence or absence without permission from duty for a continuous period of 3 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- iii. Your performance will be reviewed every week & if your performance is not to the satisfaction level of the company, the decision shall be taken accordingly.
- iv. With reference to the sub. Section (i) of the provision 13, salary shall be forfeited for the month, if you fail to serve the notice period as mentioned for the resignation.
- v. With reference to sub. Section (ii) of provision 13, the settlement shall be made in 90 days from the expiry of such period.
- vi. Without prejudice to the generality of sub. Section (iv) of provision 13, in any other case, the settlement shall be made in 45 days from the date of losing your lien on the employment.
- vii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non compliance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

A handwritten signature in black ink, appearing to read "Sharan", is written over a solid black horizontal line.

**Signature of Employee**

**(Read & Accepted)**





**14. Standing Orders:**

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

**15. 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. In case at a latter date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

**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, etc. you will be governed by the rules of the company as shall be in force from time to time.**

A handwritten signature in black ink, appearing to read "Shantanu", is written over a solid black horizontal line.

**Signature of Employee**

**(Read & Accepted)**



**Welcome and Acceptance**

**Mr. Chetan Shiram Goud** we would like to take this opportunity to welcome you to **Omiz Solutions Pvt. Ltd.** and wish you a long and rewarding career with us.

**Yours sincerely,**

A handwritten signature in black ink, appearing to read "Anupama".

**Anupama Kodoth**  
**Human Resource Executive**

I, Chetan Shiram Goud, accept the terms and conditions of this contract.

Signed: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Chetan".  
7/7/2021

Dated: \_\_\_\_\_

**A copy is provided for your records.**



vijay sarode &lt;vijay.sarode@ggsf.edu.in&gt;

---

**RE: {Spam?} Re: Spreadsheet shared with you: "Untitled form (Responses)"**

---

**Manoj Ghuge** <ghuge.manoj@dhoottransmission.com>

Mon, Aug 23, 2021 at 11:10 AM

To: vijay sarode &lt;vijay.sarode@ggsf.edu.in&gt;

Cc: Hema Rodye &lt;hema.rodye@dhoottransmission.com&gt;, Madhukar Dube &lt;madhukar.dube@ggsf.edu.in&gt;, "Dr. Neelkanth G. Nikam" &lt;neelkanth.nikam@ggsf.edu.in&gt;, nikhil.mate@ggsf.edu.in, Pritam kudale &lt;pritam.kudale@ggsf.edu.in&gt;, Ravindra Shinde &lt;shinde@dhoottransmission.com&gt;, vishvesh kathe &lt;vishvesh.kathe@ggsf.edu.in&gt;

Dear Sir,

We have finalized the name of 17 candidates out of 26 as listed below. Kindly confirm their date of joining asap. If they need any assistance for searching the accommodation facility and transportation related doubts then share.

Sr.No	Name of Employee
1	Kunal Tokare
2	Harshad More
3	Shubhangi Mahajan
4	Amit Chaudhari
5	Sanket Jadhav
6	Kapil More

7	Rahul Ahire.
8	Himanshu Kulkarni
9	Ashish Vyavahare
10	Pooja Kukade
11	Krantish Wankhede
12	Shubhangi Mahajan
13	Chetan Kaloge
14	Sanket Jadhav
15	Harshada Desale
16	Shraddha Baban Said
17	Shubham Waghchaure

Regards,

Manoj Ghuge

---

**From:** vijay sarode [mailto:[vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in)]

**Sent:** 11 August 2021 17:45

**To:** Manoj Ghuge

**Cc:** Hema Rodye; Madhukar Dube; Dr. Neelkanth G. Nikam; [nikhil.mate@ggsf.edu.in](mailto:nikhil.mate@ggsf.edu.in); Pritam kudale; Ravindra Shinde; vishvesh kathe

**Subject:** {Spam?} Re: Spreadsheet shared with you: "Untitled form (Responses)"

Dear Sir

Thank you very much for the shortlisting from your side.

Yes we can plan it on 21st August 2021 at 11.00 am.

We will be highly obliged if HR department convey all the students through mail about interview schedule along with the online meet link so that only listed candidates can join the online interview processes.

Awaiting for your reply.

On Wed, 11 Aug 2021, 4:05 pm Manoj Ghuge, <[ghuge.manoj@dhoottransmission.com](mailto:ghuge.manoj@dhoottransmission.com)> wrote:

Dear Sir,

We have shortlisted all the candidate for virtual interview and will schedule it on Wednesday 18/08/2021 , 11:00 AM -1:00 PM.

Before starting to the interview, we will brief them about company overview and history, portfolio, job description and compensation structure.

Kindly give your acceptance for the same so we can arrange it accordingly.

Regards,

Manoj Ghuge

---

**From:** vijay sarode (via Google Sheets) [<mailto:drive-shares-dm-noreply@google.com>]

**Sent:** 10 August 2021 12:29

**To:** [ghuge.manoj@dhoottransmission.com](mailto:ghuge.manoj@dhoottransmission.com)

**Cc:** [hema.rodye@dhoottransmission.com](mailto:hema.rodye@dhoottransmission.com); [madhukar.dube@ggsf.edu.in](mailto:madhukar.dube@ggsf.edu.in); [neelkanth.nikam@ggsf.edu.in](mailto:neelkanth.nikam@ggsf.edu.in); [nikhil.mate@ggsf.edu.in](mailto:nikhil.mate@ggsf.edu.in); [pritam.kudale@ggsf.edu.in](mailto:pritam.kudale@ggsf.edu.in);

[shinde@dhoottransmission.com](mailto:shinde@dhoottransmission.com); [vishvesh.kathe@ggsf.edu.in](mailto:vishvesh.kathe@ggsf.edu.in)

**Subject:** {Spam?} Spreadsheet shared with you: "Untitled form (Responses)"

## [vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in) shared a spreadsheet



[vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in) added you as an editor. Verify your email to securely make edits to this spreadsheet. You will need to verify your email every 7 days. [Learn more](#).



Dear Sir,


Greetings from GCOERC!!!!

In context to your previous mail regarding campus drive, I am sharing herewith list of Mechanical & Electrical Engineering candidates of 2020-21 pass out batch. There are total 57 candidates from both the disciplines out of that 40 from Mechanical Engineering and 17 from Electrical Engineering.

You are requested to go through the attached google sheet which comprises of their personal details , resume and tentative date joining if selected.

You are requested to inform us schedule of online interview process.

Awaiting your reply.

 [Untitled form \(Responses\)](#)

 Rounded Rectangle: OpenOpen

Use is subject to the Google [Privacy Policy](#)

Google LLC, [1600 Amphitheatre Parkway, Mountain View, CA 94043, USA](#)

You have received this email because [vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in) shared a spreadsheet with you from Google Sheets.

[Delete visitor session](#)

Google Workspace

**DISCLAIMER:**

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Dhoot Transmission. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

Please contact the sender if you believe you have received this email in error.

Dhoot Transmission and / or its group companies prohibit and may take steps to prevent their information systems from being used to view,

store or forward offensive or discriminatory material.

Please ensure you have adequate virus protection before you open or detach any documents from this transmission. Dhoot Transmission and / or its group companies do not accept any liability for viruses.

**DISCLAIMER:**

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of

2/11/22, 6:46 PM

Guru Gobind Singh Foundation Mail - RE: {Spam?} Re: Spreadsheet shared with you: "Untitled form (Responses)"

Dhoot Transmission. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

Please contact the sender if you believe you have received this email in error.

Dhoot Transmission and / or its group companies prohibit and may take steps to prevent their information systems from being used to view,

store or forward offensive or discriminatory material.

Please ensure you have adequate virus protection before you open or detach any documents from this transmission. Dhoot Transmission and / or its group companies do not accept any liability for viruses.





Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1609767**

**Letter of Intent ("LOI")**

Dear Deep Nagare,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this Lol, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

## ANNEXURE 1

**Deep Nagare**  
**Analyst and A4**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Effective 1<sup>st</sup> July 2022, (irrespective of your probation status, except for probation non-confirmation), your all-inclusive compensation will be revised to **INR 4,00,000/- (Rupees Four Lakh only)**. Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1609767**

**Letter of Intent ("LOI")**

Dear Deep Nagare,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this Lol, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

## ANNEXURE 1

**Deep Nagare**  
**Analyst and A4**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Effective 1<sup>st</sup> July 2022, (irrespective of your probation status, except for probation non-confirmation), your all-inclusive compensation will be revised to **INR 4,00,000/- (Rupees Four Lakh only)**. Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

26.08.2021

**PRIVATE & CONFIDENTIAL**

To,  
Mr Devendra R Varma  
Sant Janarden Swami Ashram,  
Jawal Aurangabad Road,  
Panchvati, Nashik

**Sub: Letter of Offer**

**Dear Mr Varma,**

With reference to your application and the subsequent interviews you had with us, we have the pleasure in offering you an appointment as **Graduate Engineer Trainee - GET** in our Company.

We expect you to join us on or before **01<sup>st</sup> September 2021** at 9.00 a.m. at our **Nagothane** Plant and contact undersigned for joining formalities / induction.

This is only an offer of appointment and a detailed appointment letter will be issued to you on joining. The offer letter entails you to join by the stipulated date. Any extension shall be approved in writing failing which the offer lapses on the stipulated date.

This offer is subject to satisfactory reference checks and medical fitness.

Your monthly remuneration would be as discussed and agreed. The break-up of the salary structure would be provided along with the appointment letter.

**Please submit self attested copies of Certificates in proof of your age (School Transfer/ leaving Certificate), education, experience, relieving letter of present & previous employment, monthly emoluments(SalarySlip),PAN details, Aadhar Card, cancelled cheque and 6 copies of passport size photographs at the time of joining.**

Please sign and return the duplicate copy of this letter as a token of your acceptance indicating the earliest date of your joining.

Thanking you,

Yours Sincerely,

**for JINDAL SAW LIMITED**



**Dr S B Sinha.**  
**Sr. General Manager (HR &IR)**



R & D Therm (I) Pvt. Ltd.  
A KONARK GLOBAL Co.

# R&D THERM INDIA PVT. LTD.



C 14/2, MIDC Industrial Area, Satpur, Nashik-422 007, Maharashtra, India. Tel.: + 91-253-2361604

Mob: +919422293397 Website: [www.rdtherm.com](http://www.rdtherm.com) ; email id: [sales@rdtherm.com](mailto:sales@rdtherm.com)

CIN No. U28998MH2012PTC2280 Reg. No. 228036

---

R&D/2021/01

Date: 23<sup>rd</sup>Jun, 2021

To,

Mr. Dhananjay Rajendra Mahajan

N -S2 ,BE-3/3 7/5 Sinhasth Nagar

Cidco , Nashik

Dear Dhananjay Mahajan,

This has reference to the interview attended by you at our office at Nashik with us. We are pleased to appoint you for the post of **Quality Control Engineer** in our organization on the following terms & conditions:-

1. You have joined our organization from **11<sup>th</sup> Dec, 2020**.
2. Like all new entrants you will be on a probation period of 6 working months and you would be entitled for confirmation immediately thereafter if performance is satisfactory. The probation can be delayed if work is not to satisfaction.
3. You shall be eligible for CTC salary of Rs. 13497/-- Per Month. ESIC/ PF / Bonus / Gratuity etc. is included in above CTC. Bonus would commence after the probation period. PF contribution from your end would be deductible from 01/02/2023.
4. You will be entitled to leave & other benefits would be as per the rules & regulations of the Konark Group after 6 months from date of joining.
5. Your services may be availed of by any department in the organization or group companies of organization subject to the exigencies of work.
6. You will not seek full time or part time job or be involved in any way with competitors' business activities either directly or indirectly during your employment with the firm & for a period of 12 months from the date of leaving the employment with the firm.
7. Your position with the firm calls for whole time employment & you shall devote yourself exclusively to the business of the firm.
8. You shall enter into a moral bond with us assuring your employment with us for minimum 2 year from the date of joining.





R & D Therm (I) Pvt. Ltd.  
A KONARK GLOBAL Co.

# R&D THERM INDIA PVT. LTD.



9. Your employment with us is terminable at any time within 60 days' notice or with sixty days full salary in lieu of notice. However the employment can be terminated immediately without notice by organization if the employee is found engaged in activities which are against organization or his improvement is not seen in spite of reminders.
10. On termination of this contract, you will immediately give up to the firm all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records, etc. belonging to the company or relating to its business & shall not make or retain any copies of these items.
11. You shall be undertake to abide by all the rules and regulations of the firm as applicable to you.
12. Any Extra facility given such as Laptop, Mobile Sim Card, Pen drive, Internet Connector and Etc. You shall acknowledge with undertaking and be accountable to use it correctly.
13. In case you use your personal vehicle or office vehicle for the said work, you will ensure availability of valid License, Valid Insurance, PUC and Vehicle Documents. You shall wear Helmet while using Vehicle.

Congratulations on your appointment & welcome to Konark Global. We look forward to years of fruitful cooperation and success.

Yours faithfully,

For R&D THERM INDIA PVT. LTD.

**Nitin Dhage**  
Managing Director  
Konark Group

I accept the terms of the appointment given in this letter.

Name: Dhananjay Rajendra Mahajan

Sign: Rmahajan  
01/07/2021



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1609767**

**Letter of Intent ("LOI")**

Dear Deep Nagare,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this Lol, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

## ANNEXURE 1

**Deep Nagare**  
**Analyst and A4**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Effective 1<sup>st</sup> July 2022, (irrespective of your probation status, except for probation non-confirmation), your all-inclusive compensation will be revised to **INR 4,00,000/- (Rupees Four Lakh only)**. Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1609767**

**Letter of Intent ("LOI")**

Dear Deep Nagare,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this Lol, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

## ANNEXURE 1

**Deep Nagare**  
**Analyst and A4**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000/- (Rupees Three Lakh only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 3,80,000/- (Rupees Three Lakh and Eighty Thousand only)**. Effective 1<sup>st</sup> July 2022, (irrespective of your probation status, except for probation non-confirmation), your all-inclusive compensation will be revised to **INR 4,00,000/- (Rupees Four Lakh only)**. Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**



26.08.2021

**PRIVATE & CONFIDENTIAL**

To,  
**Mr Devendra R Varma**  
**Sant Janarden Swami Ashram,**  
**Jawal Aurangabad Road,**  
**Panchvati, Nashik**

**Sub: Letter of Offer**

**Dear Mr Varma,**

With reference to your application and the subsequent interviews you had with us, we have the pleasure in offering you an appointment as **Graduate Engineer Trainee - GET** in our Company.

We expect you to join us on or before **01<sup>st</sup> September 2021** at 9.00 a.m. at our **Nagothane** Plant and contact undersigned for joining formalities / induction.

This is only an offer of appointment and a detailed appointment letter will be issued to you on joining. The offer letter entails you to join by the stipulated date. Any extension shall be approved in writing failing which the offer lapses on the stipulated date.

This offer is subject to satisfactory reference checks and medical fitness.

Your monthly remuneration would be as discussed and agreed. The break-up of the salary structure would be provided along with the appointment letter.

**Please submit self attested copies of Certificates in proof of your age (School Transfer/ leaving Certificate), education, experience, relieving letter of present & previous employment, monthly emoluments(SalarySlip),PAN details, Aadhar Card, cancelled cheque and 6 copies of passport size photographs at the time of joining.**

Please sign and return the duplicate copy of this letter as a token of your acceptance indicating the earliest date of your joining.

Thanking you,

Yours Sincerely,

**for JINDAL SAW LIMITED**

**Dr S B Sinha.**  
**Sr. General Manager (HR &IR)**





R & D Therm (I) Pvt. Ltd.  
A KONARK GLOBAL Co.

# R&D THERM INDIA PVT. LTD.



C 14/2, MIDC Industrial Area, Satpur, Nashik-422 007, Maharashtra, India. Tel.: + 91-253-2361604

Mob: +919422293397 Website: [www.rdtherm.com](http://www.rdtherm.com) ; email id: [sales@rdtherm.com](mailto:sales@rdtherm.com)

CIN No. U28998MH2012PTC2280 Reg. No. 228036

---

R&D/2021/01

Date: 23<sup>rd</sup>Jun, 2021

To,

Mr. Dhananjay Rajendra Mahajan

N -S2 ,BE-3/3 7/5 Sinhasth Nagar

Cidco , Nashik

Dear Dhananjay Mahajan,

This has reference to the interview attended by you at our office at Nashik with us. We are pleased to appoint you for the post of **Quality Control Engineer** in our organization on the following terms & conditions:-

1. You have joined our organization from **11<sup>th</sup> Dec, 2020**.
2. Like all new entrants you will be on a probation period of 6 working months and you would be entitled for confirmation immediately thereafter if performance is satisfactory. The probation can be delayed if work is not to satisfaction.
3. You shall be eligible for CTC salary of Rs. 13497/-- Per Month. ESIC/ PF / Bonus / Gratuity etc. is included in above CTC. Bonus would commence after the probation period. PF contribution from your end would be deductible from 01/02/2023.
4. You will be entitled to leave & other benefits would be as per the rules & regulations of the Konark Group after 6 months from date of joining.
5. Your services may be availed of by any department in the organization or group companies of organization subject to the exigencies of work.
6. You will not seek full time or part time job or be involved in any way with competitors' business activities either directly or indirectly during your employment with the firm & for a period of 12 months from the date of leaving the employment with the firm.
7. Your position with the firm calls for whole time employment & you shall devote yourself exclusively to the business of the firm.
8. You shall enter into a moral bond with us assuring your employment with us for minimum 2 year from the date of joining.



R & D Therm (I) Pvt. Ltd.  
A KONARK GLOBAL Co.

# R&D THERM INDIA PVT. LTD.



9. Your employment with us is terminable at any time within 60 days' notice or with sixty days full salary in lieu of notice. However the employment can be terminated immediately without notice by organization if the employee is found engaged in activities which are against organization or his improvement is not seen in spite of reminders.
10. On termination of this contract, you will immediately give up to the firm all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records, etc. belonging to the company or relating to its business & shall not make or retain any copies of these items.
11. You shall be undertake to abide by all the rules and regulations of the firm as applicable to you.
12. Any Extra facility given such as Laptop, Mobile Sim Card, Pen drive, Internet Connector and Etc. You shall acknowledge with undertaking and be accountable to use it correctly.
13. In case you use your personal vehicle or office vehicle for the said work, you will ensure availability of valid License, Valid Insurance, PUC and Vehicle Documents. You shall wear Helmet while using Vehicle.

Congratulations on your appointment & welcome to Konark Global. We look forward to years of fruitful cooperation and success.

Yours faithfully,

For R&D THERM INDIA PVT. LTD.

**Nitin Dhage**  
Managing Director  
Konark Group

I accept the terms of the appointment given in this letter.

Name: Dhananjay Rajendra Mahajan

Sign: Rmahajan  
01/07/2021

Date: 08 October 2021  
Falguni SUDHAKAR Deore  
Radhe Krishna row house room no2 near jD sawant college pathardi phata  
Nashik  
Maharashtra - 422010

Dear Falguni,

We have pleasure in offering you appointment in Mahindra & Mahindra Ltd as a Graduate Apprentice Trainee under these provisions of the Apprentices Act, 1973 with effect from **13 November 2021**.

- You will be paid a consolidated stipend of Rs. **25000/-** per month throughout the period of Apprenticeship Training. Your training will be governed as per the terms and conditions set forth in the Apprentices Act, 1973.
- During this period it is expected that you will abide by the rules and procedures of the Company.
- You will undergo training for a period of twelve months. However, this training period could be curtailed or extended at the discretion of the Company. Completion of twelve months of training does not entitle you or result in automatic confirmation, unless confirmed in writing.
- So long as you are in the employment of the Company., you will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorized person within or outside the Company, nor will you unauthorized use any knowledge or information in respect of manufacturing, technical trade or business data (including manufacturing processes, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession.
- You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorized through any medium including social networking networks/ public sites, nor will you grant permission to assist, permit entry to, or in any manner co-operate with any unauthorized person for the purposes of accessing, obtaining, copying, transmitting or removing the above. Even after the cessation of your employment with the Company, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company.
- You will also observe all the confidentiality measures which are in existence, or which may be enforced from time to time, as well as directions as to confidentiality marked on any communication, document, electronic data storage device etc. You shall indemnify and hold Company harmless and indemnified against any damage or loss caused to the Company on account of breach of confidentiality on your part. These confidentiality provisions shall survive the separation of your employment with the Company, either by way of retirement or termination or otherwise
- You will devote your full attention exclusively to the duties entrusted to you from time to time by the Company and while in

**Regd. Office:** Gateway Building, Apollo Bunder,  
Mumbai 400 001, India

**CIN:** L65990MH1945PLC004558

service of this Company you will not work for any person or Company in any capacity either for any consideration or otherwise, nor do any private business without obtaining prior permission of the Company in writing.

- In addition to your fulfilling the requirements of secrecy and confidentiality, as specified herein, also during your employment with the Company, you shall not engage in any vocation, training, employment, consultancy, business, transaction, or any other activity, which is in conflict with the interests of the Company, in any capacity whatsoever either on your own or in association with any other individual/firm/institute/bod corporate, etc., whether for any consideration or not.
- You will assign to the Company your entire right, title and interest in any Intellectual Property Rights (IPRs for short, which term would include patents, trade-marks, copyrights, designs, whether registered or not, and all improvements thereto) that you may make, solely or jointly with others, in the course of your employment with the Company relating to any or all systems, services and products manufactured or marketed or leased or developed. You will perform all necessary acts and execute such documents in such format as may be required by the Company, without expense to you, which in the judgment of the Company or its Attorneys may be necessary or desirable to secure to the Company full right title and interest in the IPRs.
- The Company shall at all times have the right to access and monitor all e-mails created, sent I received or stored by you using Company facility and on Company's system at any time without giving you any prior notification. All such data and information shall be the property of the Company at all times.
- You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever.
- You shall, on ceasing to be the employee of the Company, forthwith return all Company properties, movable and immovable, including, without limitation, all Company information, files, reports, memoranda, software, credit cards, door and file keys, computer access codes and such other property which you received or in possession or prepared in connection with your employment with the Company.
- You will be subject to all Government Laws and Regulations in force from time to time.

Please sign the duplicate copy of this letter and forward the same to us within a week's time as a token of your acceptance of the above mentioned terms and conditions of the Project.

Yours Faithfully,  
For MAHINDRA & MAHINDRA LTD.



**Rajeshwar Tripathi**  
Chief Human Resource Officer

**Regd. Office:** Gateway Building, Apollo Bunder,  
Mumbai 400 001, India

**CIN:** L65990MH1945PLC004558

SSAPL/HRD/2022/111165  
07<sup>th</sup> January 2022

**Ms. Gayatri Nivrutti Bari**  
Nashik.

Dear Gayatri,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as '**GET- Graduate Engineer Trainee**' at our organization for **one year** on the following terms and conditions:

**Date of Joining:** 07/01/2022.

**Completion of Period:** 06/01/2023.

**Stipend:** - Rs.1,80,000/- (Rupees One Lakh Eighty Thousand only) p.a. cost to the company.

Company rules do not provide for payment of any overtime and any other perquisites to your cadre.

**Leaves:** - During your training period you will not be entitled for leave except paid holidays declared by Company.


**Secrecy:** - You shall, at all time, maintain complete secrecy about the Company's business-related information processes and the like which may come to your knowledge during the period of your training.

During your employment with us you shall not without the written permission of the Company, publish any article or deliver, any talk on any subject related to your profession or participate as a member of any organization connected with your profession.

You shall keep and render faithful account of all properties of the company entrusted to you during your "**GET-Graduate Engineer Trainee**" Appointment with the company.

You shall inform the company immediately regarding any inventions, patents, processes etc. and it will become the property of the Company.

**Termination:** - During the "**GET-Graduate Engineer Trainee**" Appointment, this contract may be determined by the Company or by the trainee by a written notice of one month or on payment of the month's stipend in lieu thereof.

 This contract shall lapse on the expiry of the period or the contract can be modified / amended / converted into a contractual appointment for a period as decided by the Company.

## Sams~~o~~nite

This company reserves the right to terminate this contract without notice or any compensation, if any act of the trainee is found detrimental to the interest of the Company or its associates and the company's decision in this respect shall be final. If for any reason, you wish to terminate the Contract you may do so by giving 1 (One) months' notice in writing or pay the Company 1 (one) month's basic salary in lieu thereof. Similarly, the Company can at its discretion, terminate your Contract by giving 1 (One) months' notice in writing or 1 (One) month's basic salary in lieu thereof.

The following acts also of yours shall invite termination of this contract: -

- a) Performance found below expectations during training / contractual period.
- b) Involvement in serious misconduct during training / contractual period.
- c) Repetitive/habitual mistakes made during training /contractual period.
- d) Willful damage to work in process or to any property of the establishment.

This engagement is offered to you based on the information provided by you in your application and during subsequent correspondence and meetings.

Should any of the information furnished by you prove to be incorrect or false, the company will view it seriously and take appropriate action as it may be advised.

**Date of Birth:** - On the strength of the document submitted, we have recorded your date of birth as 25<sup>th</sup> August 1999.

**Anti-Bribery, Fair Practice and Ethics:** By signing this letter, you hereby confirm receipt of the Global Anti-corruption Compliance Policy of the Company and had read and understood it completely in all respects and during the entire term of this Agreement, you will ensure its compliance along with terms and conditions of all such policies, guidelines and code of conduct as may be issued and amended by the Company from time to time in connection with Fair Trade Practices, Ethics, Anti-corruption and Bribery Policies, Employee Code of Conduct any other similar policies which are in line with Company's global policies. You further agree to co-operate with the management of the Company in establishing transparency and fairness in its business dealings.

You further confirm and agree that while your employment with Samsonite, you will:

- a. avoid behavior that amounts to requesting, accepting, giving, or offering anything of value to or from anyone to reward improper performance of an official duty or to obtain an unfair business advantage.
- a. not request, accept, make, offer to make, or promise to make payments, or give anything of value, directly or indirectly, to or from any third party, including without any limitation any Government Official, for the purpose of assisting Samsonite in obtaining or retaining business or securing an improper business advantage
- b. Comply with the gift and hospitality, entertainment, and free samples policy of the Company as per Global Anti-Corruption Compliance Policy of the Company
- c. Comply with the antitrust and competition laws of the country and will not enter agreements/arrangements that will limit or restrict competition.
- d. Ensure that all financial and accounting records, research, sales reports, expense records or reports, timesheets and other documents must be accurate and truthful, and all

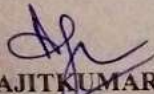
documents filed with public, governmental, judicial, or regulatory entities must represent the facts of the underlying matter clearly and honestly.

- e. never directly or indirectly provide or offer to provide money, products, services, or anything of value to any government/semi-government official, political candidate, or political organization in for the purpose of obtaining or retaining business, securing favorable regulatory action or for personal gain.
- f. never offer, solicit, or accept any bribe, illicit rebate, or kickback. All money received from any current or prospective business partner of Samsonite should be recorded in Samsonite's financial books.
- g. never solicit or request a gift from a current or prospective business partner of Samsonite.
- h. avoid all situations in which your personal interests may conflict, or appear to conflict, with Samsonite's interests.
- i. protect Samsonite's assets from fraud, loss, damage, misuse, and theft. All assets of the Company should be used efficiently and for legitimate business purposes only
- j. not be involved in any kind of unethical, unfair, or corrupt trade practices

Please sign and return the duplicate copy of this letter in token of your acceptance of the above terms and conditions, at the earliest.

Yours faithfully,


For SAMSONITE SOUTH ASIA PVT. LTD.,

  
AJITKUMAR NAIR  
HEAD-HR

**Declaration by the Graduate Engineer Trainee:** I have read and understood the above terms and conditions. I hereby accept this engagement on the above terms and conditions. I have joined duty on -

Date: 7/04/2022

(Signature)

  
Gayatri N. Bari

PDF Created Using



# Camera Scanner

Easily Scan documents & Generate PDF



<https://play.google.com/store/apps/details?id=photo.pdf maker>



05-Oct-2021

Harishchandra Nagale

Shital residency , Phule nagar ,

near to ram mandir , palse ,asik

India

**Appointment Letter for Fixed Tenure Post for Company Employee**

**Dear Harishchandra,**

As per your application, we have pleasure in appointing you in our company as **Associate** - **Ops** w.e.f. **11-Oct-2021** on the following terms and conditions:

**Nature of Post:**

Your post is a tenure post for a fixed period. Initially you are appointed for a period of **24** months i.e. **10-Oct-2023**

On expiry of the above tenure, your services will automatically end without any further notice or communication.

1. **Place of work:** You are initially posted at **Nashik**.
2. **Renewal of Tenure:** Depending upon the requirements of company and subject to your suitability to the job, your above tenure may be renewed in writing with mutual consent of both the parties on such terms as may be acceptable to both the parties.
3. **Nature of Duties:** You will be required to render data processing services and another services incidental thereto or connected therewith.
4. **Supervision & Control:** You will remain under the supervision and control of our company for the purpose of your transfer, promotion, revision in service conditions, overall performance of your work and termination from service etc. and the same will be decided by our company. However, you will also receive instructions for day to day performance of your duties from company's officers and you will abide by such instructions given by them.
5. **Responsibilities:**
  1. While rendering data processing services, you must effectively, diligently and to the best of your ability perform all responsibilities implicit in the data processing job and you will ensure results. You will be expected to work extra hours to achieve the results whenever the job so requires.
  2. You will be required to engage yourself exclusively in the work assigned by the company and you will not take up any independent or individual assignment (whether same is part-time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent from our company.
  3. You will ensure that you will not directly or indirectly engage in any activity or have any interest in or perform any service for any person who is involved in activities which are or shall be in conflict with the interest of our company.
  4. Take the responsibility of achieving the targets and objectives given to you from time to time, in order to earn your salary and other benefits.

AUSTRALIA  
COSTA RICA  
INDIA  
THE PHILIPPINES  
ROMANIA  
SRI LANKA  
UAE  
UK  
USA

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

*Adil Nargolwala*

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature

6. **Salary / Leaves:** Your total fixed pay salary will be **INR 1,95,096 (Indian Rupees One Lakh, Ninety Five Thousand And Ninety Six Only)** per annum. A detailed stack-up of your compensation is attached herewith as Annexure. You will be entitled for leaves as per company policy, subject to prior approval from the concerned supervisor.
7. **Confidentiality:** The nature of your job demands highest level of honesty, integrity, secrecy and confidentiality and you will maintain the same and you will not use or divulge or disclose any such confidential information except as per required under obligation of law. This covenant shall endure during your employment and for a period of one year from the cessation of your employment (irrespective of the circumstances or the reasons for the cessation).
8. **General:**
  1. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from services without notice.
  2. Please note that you are required to inform us if there are any agreements, oral or written which you have entered into and which relate to your commitment under this agreement.
  3. While in employment if you indulge in any act of misconduct, you may be suspended pending enquiry without salary.
  4. If during the tenure of your employment, if no work is available for any reason whatsoever you may be laid off without any salary or compensation.
  5. During the tenure you may be sent on deputation or transfer to any other office, location, factory etc of the company located anywhere in India (whether presently in existence or set up in future).
  6. You will not be entitled to any salary if you refuse to do any work assigned to you or refuse to join duty when sent on deputation or transfer.
9. **Separation:** Notwithstanding what is stated hereinabove, if during the period of your working, your services are not found satisfactory, the same may be terminated with 24 hours' notice and without any extra compensation. Similarly, you will be at liberty to resign from the services by giving **60 days** advance notice. The Management can without notice or compensation terminate your services with immediate effect if you contravene any clauses of this Appointment or commit any acts detrimental to the company such as theft, fraud, dishonest, assault, threatening, etc., or any other acts.
10. **Handing Over of Charge:** On cessation of your employment, you will hand over charge to the company truthfully and sincerely and return all the documents or properties of company in your possession. In discharge of the above obligation, you will obtain a No-objection certificate from the company. On receipt of the above No-objection certificate, your full and final dues will be settled.
11. **Other Conditions:**
  1. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice.

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

*Adil Nargolwala*

Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature

2. You will produce character verification certificate from police department within 3 months from joining on your own (not applicable for valid passport holders).
  3. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo pre-process and process training as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. The company invests significant amount of efforts and costs on such training and you will appreciate that in case one is not able meet the required norms during training, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment.
  4. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice.  
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.
12. Your Absence for a continuous period of seven days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company and damages suffered by Company due to loss of billing, etc.

Yours sincerely

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

*Adil Nargolwala*

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature

Annexure			
<b>Name</b>	:	<b>Harishchandra Nagale</b>	
<b>Title</b>	:	<b>Associate - Ops</b>	
<b>Role Band</b>	:	<b>A</b>	
<b>BU</b>	:	<b>HealthCare</b>	
<b>Compensation Component</b>	<b>Ref</b>	<b>Amount(Rs.) Per Month</b>	<b>Amount(Rs.) Per Annum</b>
Basic Salary		7,316	87,793
House Rent Allowance		3,658	43,897
City Compensatory Allowance		1,312	15,745
<b>Sub Total - I</b>	<b>A</b>	12,286	1,47,435
Bonus / Incentive (1)	<b>(a)</b>	2,457	29,486
Company's contribution to Provident Fund (2)		1,035	12,425
Company's contribution to ESI (3)		479	5,750
<b>Sub Total - II</b>	<b>B</b>	3,972	47,661
<b>Total Fixed Pay</b>	<b>C = A + B</b>	16,258	1,95,096
<b>BENEFITS</b>			
(i) Gratuity payable As per Payment of Gratuity Act, 1972			
(ii) The Company provides following discretionary Insurance benefits: a) Medclaim Benefit: For Self or Family Floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy			
(1) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. <b>The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay.</b> The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			
(2) <b>Company's contribution to Provident Fund (PF):</b> In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
(3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

*Adil Nargolwala*

Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature



vijay sarode &lt;vijay.sarode@ggsf.edu.in&gt;

---

**RE: {Spam?} Re: Spreadsheet shared with you: "Untitled form (Responses)"**

---

**Manoj Ghuge** <ghuge.manoj@dhoottransmission.com>

Mon, Aug 23, 2021 at 11:10 AM

To: vijay sarode &lt;vijay.sarode@ggsf.edu.in&gt;

Cc: Hema Rodye &lt;hema.rodye@dhoottransmission.com&gt;, Madhukar Dube &lt;madhukar.dube@ggsf.edu.in&gt;, "Dr. Neelkanth G. Nikam" &lt;neelkanth.nikam@ggsf.edu.in&gt;, nikhil.mate@ggsf.edu.in, Pritam kudale &lt;pritam.kudale@ggsf.edu.in&gt;, Ravindra Shinde &lt;shinde@dhoottransmission.com&gt;, vishvesh kathe &lt;vishvesh.kathe@ggsf.edu.in&gt;

Dear Sir,

We have finalized the name of 17 candidates out of 26 as listed below. Kindly confirm their date of joining asap. If they need any assistance for searching the accommodation facility and transportation related doubts then share.

Sr.No	Name of Employee
1	Kunal Tokare
2	Harshad More
3	Shubhangi Mahajan
4	Amit Chaudhari
5	Sanket Jadhav
6	Kapil More

7	Rahul Ahire.
8	Himanshu Kulkarni
9	Ashish Vyavahare
10	Pooja Kukade
11	Krantish Wankhede
12	Shubhangi Mahajan
13	Chetan Kaloge
14	Sanket Jadhav
15	Harshada Desale
16	Shraddha Baban Said
17	Shubham Waghchaure

Regards,

Manoj Ghuge

---

**From:** vijay sarode [mailto:[vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in)]

**Sent:** 11 August 2021 17:45

**To:** Manoj Ghuge

**Cc:** Hema Rodye; Madhukar Dube; Dr. Neelkanth G. Nikam; [nikhil.mate@ggsf.edu.in](mailto:nikhil.mate@ggsf.edu.in); Pritam kudale; Ravindra Shinde; vishvesh kathe

**Subject:** {Spam?} Re: Spreadsheet shared with you: "Untitled form (Responses)"

Dear Sir

Thank you very much for the shortlisting from your side.

Yes we can plan it on 21st August 2021 at 11.00 am.

We will be highly obliged if HR department convey all the students through mail about interview schedule along with the online meet link so that only listed candidates can join the online interview processes.

Awaiting for your reply.

On Wed, 11 Aug 2021, 4:05 pm Manoj Ghuge, <[ghuge.manoj@dhoottransmission.com](mailto:ghuge.manoj@dhoottransmission.com)> wrote:

Dear Sir,

We have shortlisted all the candidate for virtual interview and will schedule it on Wednesday 18/08/2021 , 11:00 AM -1:00 PM.

Before starting to the interview, we will brief them about company overview and history, portfolio, job description and compensation structure.

Kindly give your acceptance for the same so we can arrange it accordingly.

Regards,

Manoj Ghuge

---

**From:** vijay sarode (via Google Sheets) [mailto:[drive-shares-dm-noreply@google.com](mailto:drive-shares-dm-noreply@google.com)]

**Sent:** 10 August 2021 12:29

**To:** [ghuge.manoj@dhoottransmission.com](mailto:ghuge.manoj@dhoottransmission.com)

**Cc:** [hema.rodye@dhoottransmission.com](mailto:hema.rodye@dhoottransmission.com); [madhukar.dube@ggsf.edu.in](mailto:madhukar.dube@ggsf.edu.in); [neelkanth.nikam@ggsf.edu.in](mailto:neelkanth.nikam@ggsf.edu.in); [nikhil.mate@ggsf.edu.in](mailto:nikhil.mate@ggsf.edu.in); [pritam.kudale@ggsf.edu.in](mailto:pritam.kudale@ggsf.edu.in);

[shinde@dhoottransmission.com](mailto:shinde@dhoottransmission.com); [vishvesh.kathe@ggsf.edu.in](mailto:vishvesh.kathe@ggsf.edu.in)

**Subject:** {Spam?} Spreadsheet shared with you: "Untitled form (Responses)"

## [vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in) shared a spreadsheet



[vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in) added you as an editor. Verify your email to securely make edits to this spreadsheet. You will need to verify your email every 7 days. [Learn more](#).



Dear Sir,


Greetings from GCOERC!!!!

In context to your previous mail regarding campus drive, I am sharing herewith list of Mechanical & Electrical Engineering candidates of 2020-21 pass out batch. There are total 57 candidates from both the disciplines out of that 40 from Mechanical Engineering and 17 from Electrical Engineering.

You are requested to go through the attached google sheet which comprises of their personal details , resume and tentative date joining if selected.

You are requested to inform us schedule of online interview process.

Awaiting your reply.

 [Untitled form \(Responses\)](#)



 Rounded Rectangle: OpenOpen

Use is subject to the Google [Privacy Policy](#)

Google LLC, [1600 Amphitheatre Parkway, Mountain View, CA 94043, USA](#)

You have received this email because [vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in) shared a spreadsheet with you from Google Sheets.

[Delete visitor session](#)

Google Workspace

**DISCLAIMER:**

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Dhoot Transmission. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

Please contact the sender if you believe you have received this email in error.

Dhoot Transmission and / or its group companies prohibit and may take steps to prevent their information systems from being used to view,

store or forward offensive or discriminatory material.

Please ensure you have adequate virus protection before you open or detach any documents from this transmission. Dhoot Transmission and / or its group companies do not accept any liability for viruses.

**DISCLAIMER:**

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of

2/11/22, 6:46 PM

Guru Gobind Singh Foundation Mail - RE: {Spam?} Re: Spreadsheet shared with you: "Untitled form (Responses)"

Dhoot Transmission. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

Please contact the sender if you believe you have received this email in error.

Dhoot Transmission and / or its group companies prohibit and may take steps to prevent their information systems from being used to view,

store or forward offensive or discriminatory material.

Please ensure you have adequate virus protection before you open or detach any documents from this transmission. Dhoot Transmission and / or its group companies do not accept any liability for viruses.



25<sup>th</sup> June 2021

Sub: Offer of employment by Pin Click

Dear Harshad Ramkrishna Pawar,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”, with effect from **30th June 2021**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached here with Annexure A. Once the PPO is confirmed **4.8 LPA** is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Thane** 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, client and partners.



The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

**COMPENSATION & BENEFITS STATEMENT – PIN CLICK**

	<b>Name</b>	<b>Harshad Ramkrishna Pawar</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>30<sup>th</sup> June 2021</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,736	80,832
	House Rent Allowance	5,000	60,000
	Conveyance Allowance	1600	19,200
	Medical Reimbursement	1,250	15,000
	Special Allowance	4,283	51,396
	<b>Sub-Total I / Gross Pay</b>	<b>18,869</b>	<b>2,26,428</b>
<b>B</b>	Professional Tax	200	2,400
	PF Employer	808	9,696
	ESI	142	1,704
<b>A-B</b>	<b>Net Salary</b>	<b>17,719</b>	<b>2,12,628</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	808	9,696
	Gratuity	323	3,876
	<b>Sub Total II</b>	<b>1,131</b>	<b>13,572</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>20,000</b>	<b>2,40,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> *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>*Two-wheeler is mandatory with valid driving license.</p>			
<ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			



The details of your annual earnings are as **Annexure B.**

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Harshad Ramkrishna Pawar</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>30<sup>th</sup> June 2021</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Sub-Total I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>Sub Total II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> *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>*Two-wheeler is mandatory with valid driving license.</p> <p>There will be 14 days of training period and an assessment then your payroll will start</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			

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 PinClick

Property Management Pvt Ltd.,

Mr.Manik Kinra

Co Founder



## 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 PinClick 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: \_\_\_\_\_



# VISHWASYA TECHNOLOGIESS PVT. LTD.

Design Internship Offer Letter

Ref. No.: VTPL/HR/2021/Interns/I\_007

Date: 14 – Sep - 2021

**Harshal Gahiwade**

harshalgahiwade3032@gmail.com

Dear Harshal,

Sub: Design Internship Offer

We are pleased to offer you Internship in **Vishwasya Technologiess Private Limited** with following terms and conditions:

1. The tentative start date is 14<sup>th</sup> Sep, 2021 and end date is 13<sup>th</sup> Dec, 2021. These dates can be changed in discussion with the Project Guide.
2. You will be assigned a Project Guide under whose supervision you will work on the project assigned to you.
3. You shall complete your project in accordance with the requirements and guidance of the Project Guide, and maintain qualitative standards as required. You will maintain the discipline, dignity, honor and goodwill of Vishwasya Technologiess Private Limited.
4. The arrangement is not that of an employer and an employee and as such you shall not be eligible to any allowances or other benefits as may be available to the employees of Vishwasya Technologiess Private Limited.
5. There are no Leaves granted during the Internship period apart from the weekly offs and holidays as per the company holiday list.
6. You would receive the Internship certificate only post completion of atleast 75 working days or 3 months, whichever is same/earlier, which excludes leaves taken, if any.
7. You will be permitted to attend other job interviews, however leaves if required, should be informed well in advance to the Project Guide.
8. You will observe the rules and regulations and discipline of VTPL, and also maintain complete confidentiality and secrecy of the matters pertaining to VTPL and/or any data that has been provided to you in the course of your project work. The detailed terms of NDA, Confidentiality, Data and Intellectual Property Protection are enclosed as Annexure A.
9. You shall not undertake any internship in parallel with this internship.
10. You will devote full time, attention and energies to the business of the Company and during your engagement with the Company you will not engage in any other work, full time or part time, or carry out any other business. Associate agrees that this is a conflict of interest and is not in the interest of this company.
11. In the event of any misconduct or breach of terms of this internship on the part of the Intern during the internship period, VTPL reserves the right to terminate internship without any notice.
12. This offer of Internship will be governed as per the Laws of India and conflicts if any, would be resolved under Pune Jurisdiction.

You are required to sign and return a copy of this Internship Offer letter and the Annexure towards your acceptance of the terms and conditions stated therein.

**Vishwasya Technologiess Private Limited**

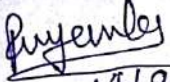
Regd. Office: C-103, Nisarg City 2, Kaspate Wasti, Wakad, Pune — 411057, INDIA

**CIN NO.U72900PN2013PTC147416**

Ph: 91-20-27309476 | www.vishwasya.com

Email id : contact@vishwasya.com

For Vishwasya Technologiess Private Limited

  
Priyanka Shah | 4/9/2021

Director

Vishwasya Technologiess Private Limited

**Mrs. Priyanka A. Shah**

Director

**Vishwasya Technologiess Pvt.Ltd.**

C 103, Nisarg City-2, S.No. 207/2, Kaspate Wasti,  
Wakad, Pune-411057

Contact No: (020) 27309476

Website: [www.vishwasya.com](http://www.vishwasya.com)

---

I agree to and accept this appointment on the terms and conditions set forth in this agreement.

My joining date will be

  
**Harshal Gahiwade**

Date: 14/09/2021

Place: PUNE







26.08.2021

**PRIVATE & CONFIDENTIAL**

To,  
Mr Himanshu A Kulkarni  
Sant Aji Nagar, Vasakhedi Road,  
Jaitane, Dhule

**Sub: Letter of Offer**

Dear Mr Kulkarni,

With reference to your application and the subsequent interviews you had with us, we have the pleasure in offering you an appointment as **Graduate Engineer Trainee - GET** in our Company.

We expect you to join us on or before **01<sup>st</sup> September 2021** at 9.00 a.m. at our **Nagothane** Plant and contact undersigned for joining formalities / induction.

This is only an offer of appointment and a detailed appointment letter will be issued to you on joining. The offer letter entails you to join by the stipulated date. Any extension shall be approved in writing failing which the offer lapses on the stipulated date.

This offer is subject to satisfactory reference checks and medical fitness.

Your monthly remuneration would be as discussed and agreed. The break-up of the salary structure would be provided along with the appointment letter.

**Please submit self attested copies of Certificates in proof of your age (School Transfer/ leaving Certificate), education, experience, relieving letter of present & previous employment, monthly emoluments(SalarySlip),PAN details, Aadhar Card, cancelled cheque and 6 copies of passport size photographs at the time of joining.**

Please sign and return the duplicate copy of this letter as a token of your acceptance indicating the earliest date of your joining.

Thanking you,

Yours Sincerely,

for JINDAL SAW LIMITED

Dr S B Sinha.  
Sr. General Manager (HR &IR)

# JINDAL SAW LTD.



Name : HIMANSHU ANIL KULKARNI	Location : JINDAL SAW-Nashik	Company cd : JINDAL SAW LIMITED
Id : 114945	Department : MECHANICAL MAINTENANCE	Emp group : MCS-JSAW
Pay period : 01.01.2022 - 31.01.2022	PF No. : KDNSK00503380000013184	Desig : GRADUATE ENGINEER TRAINEE

Transfer date	Account No.	Amount	=	Earnings	-	Deductions	+	Adjustment
31.01.22	921010022888591	14,200.00	=	18,291.46	-	4,091.10	+	0.36-

EL Bal. : 8.00      SL Bal. : 0.00      CL Bal. : 5.00      RH Bal.    2.00    Paid Days :    29.50    Unpaid Days:    1.50

Earnings	Deductions	Perks/Other income/Exemptions/Rebates
Stipend	11,124.35	Annual Perk
House Rent Allow.	4,449.74	Agg of Chapter VI
Conveyance	761.29	Ann Irr Income
Professional Pursuit All	142.74	
BF Stipend Arrear	377.10-	
BF HRA Arrear-2 Arr.	150.84-	
BF Conveyance Arr.	25.81-	
BF Prof. P Allow. Arr.	4.84-	
BF Other Allow.	83.23-	
Other Allow.	2,455.16	
<b>Total</b>	<b>18,291.46</b>	

Ee PF contribution	1,738.00	Annual Perk	10,033.49
Ee ESI contribution	142.00	Agg of Chapter VI	12,013.00
Prof Tax - split period	200.00	Ann Irr Income	2,338.00
Rounding off adjustment	0.10		
CF Pf monthly	59.00-		
Mess Deductions	2,070.00-		
<b>Total</b>	<b>4,091.10</b>		

Take Home Pay 14,200.00

Perks Details	Form 16 summary
Perk value:ho 10,033.49	Gross Salary
	Balance
	Std Deduction
	Empmnt tax (Prof Tax)
	Aggrg Deduction
	IncM under Hd Salary
	Gross Tot Income
	Agg of Chapter VI
	Total Income



# Ekvira

## SHRI EKVIRA MANUFACTURERS AND COATS PRIVATE LIMITED

CIN No. : U28900MH2004PTC148169 | GST No.: 27AABCE3612N1ZM  
IATF 16949:2016, ISO 14001:2015, ISO 45001: 2018, ISO 9001:2015, Certified Company

Add. : W-130 /131 (A), MIDC, Ambad, Nashik, 422 010, Maharashtra India

Email : ekvira\_coats@yahoo.com Website : www.ekvira.in

Date : / /20

### OFFER LETTER

**Mr. HRISHIKESH RAMCHANDRA NARALE**

**RO.NO.61 LOKABHIRAM CO HSGSOC,**

**AYODHYA NAGARI, SAI NAGAR AMRUTDHAM, NASHIK**


**Sub: Offer of employment.**

This with reference to your application and subsequent interview, we are pleased to offer you the position of Production Supervisor in Shri Ekvira Mfg & coats Pvt.Ltd Survey No.154/3 Ambad, MIDC, Nashik.

As per discussion a detailed appointment letter will be handed over to you when you join the Company. Your suggested date of joining is 23<sup>rd</sup> Jan 2022 and trust that is acceptable to you. Please sign a copy of the letter as a token of your acceptance.

Wishing you all the very best. Looking forward to building a long and fruitful association with you.

Thanks & Regards

  
Mrs. Vandana Hatwalne-Kulkarni

Sr. HR Executive

90750 24234



## Offer of Employment

**Date – July 20<sup>th</sup>, 2021**

To,

**Mr. Kaif Maniyar**

Nashik,

Maharashtra.

Mobile –09637709171, [kaifmaniyar2402@gmail.com](mailto:kaifmaniyar2402@gmail.com)

Dear Kaif,

We are pleased to welcome you on board and for you to be a part of accomplishing the vision of Armstrong.

Innovation being the foundation of our existence, our purpose is 'Customer Obsession' that has made Armstrong the 'first name and the last word in the industry'.

We at Armstrong, provide all our teammates with exciting opportunities to excel and reach new heights in their careers.

You being a part of strong talent pool, will be playing a role/position of "**Trainee Project Engineer**" reporting to "**Team Leader/ Assistant Manager**" at our location "**Nashik**" on "**Aug 01<sup>st</sup>,2021**".

We are sure, you must also be excited to know the related conditions of your offer letter and to begin your journey with Armstrong. Kindly find the same mentioned below-

1. You will be on a probation period of **6 (Six)** months from the date of your joining.
2. Your annual compensation (CTC) is INR **2,40,000/- (Rupees Two Lac Forty Thousand Only)** which is attached as Annexure 'A'
3. We are excited to welcome you on or before **Aug 01<sup>st</sup>,2021** on the following address –  
Armstrong Machine Builders Pvt. Ltd.

Nashik Office,

102, First Floor, Padmavishva Orchid, Opp. Mahatma Nagar Road,

Opp. Mahatma Nagar Cricket Ground, Mahatma Nagar, Nashik 422 007.

Congratulations to you once again!

We are excited to have you as a part of Armstrong family for making "lives made easy" of our world-wide customers.

**For Armstrong Machine Builders Pvt. Ltd.**

Mitali Avhad

**Assistant manager**



**Annexure "A"**  
**Trainee Project Engineer**

<b>Compensation Details</b>		
CTC (Cost to Company)	20000	240000
Basic	8000	96000
HRA (House Rent Allowance)	645	7740
Special Allowance	4900	58800
Attire	0	0
Education	0	0
LTA	0	0
Vehicle Allowance	0	0
Supplementary Allow.	2294	27528
Gross	15839	190068
<b>Employer Contribution</b>		
PF- Employer	1950	23400
ESI	515	6180
Bonus	1075	12900
Gratuity	621	7452
CTC	20000	240000
<b>Employee Contribution</b>		
PF	1800	21600
ESI	119	1428
PT	200	2500
Medicclaim	602	7224
PA	37	444
Net Pay	13081	156972

- You will be eligible for the appraisal in July 2022 based on the performance.
- The above salary structure is subject to necessary changes under labour laws and other statutory changes if any.
- Kindly endorse your acceptance to the letter, Scan and revert within 4 days of receipt of the offer proposal.

The above offer is accepted to me.

Signature

Name –

Date –

Place –





vijay sarode &lt;vijay.sarode@ggsf.edu.in&gt;

**RE: {Spam?} Re: Spreadsheet shared with you: "Untitled form (Responses)"****Manoj Ghuge** <ghuge.manoj@dhoottransmission.com>

Mon, Aug 23, 2021 at 11:10 AM

To: vijay sarode &lt;vijay.sarode@ggsf.edu.in&gt;

Cc: Hema Rodye &lt;hema.rodye@dhoottransmission.com&gt;, Madhukar Dube &lt;madhukar.dube@ggsf.edu.in&gt;, "Dr. Neelkanth G. Nikam" &lt;neelkanth.nikam@ggsf.edu.in&gt;, nikhil.mate@ggsf.edu.in, Pritam kudale &lt;pritam.kudale@ggsf.edu.in&gt;, Ravindra Shinde &lt;shinde@dhoottransmission.com&gt;, vishvesh kathe &lt;vishvesh.kathe@ggsf.edu.in&gt;

Dear Sir,

We have finalized the name of 17 candidates out of 26 as listed below. Kindly confirm their date of joining asap. If they need any assistance for searching the accommodation facility and transportation related doubts then share.

Sr.No	Name of Employee
1	Kunal Tokare
2	Harshad More
3	Shubhangi Mahajan
4	Amit Chaudhari
5	Sanket Jadhav
6	Kapil More

7	Rahul Ahire.
8	Himanshu Kulkarni
9	Ashish Vyavahare
10	Pooja Kukade
11	Krantish Wankhede
12	Shubhangi Mahajan
13	Chetan Kaloge
14	Sanket Jadhav
15	Harshada Desale
16	Shraddha Baban Said
17	Shubham Waghchaure

Regards,

Manoj Ghuge

---

**From:** vijay sarode [mailto:[vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in)]

**Sent:** 11 August 2021 17:45

**To:** Manoj Ghuge

**Cc:** Hema Rodye; Madhukar Dube; Dr. Neelkanth G. Nikam; [nikhil.mate@ggsf.edu.in](mailto:nikhil.mate@ggsf.edu.in); Pritam kudale; Ravindra Shinde; vishvesh kathe

**Subject:** {Spam?} Re: Spreadsheet shared with you: "Untitled form (Responses)"

Dear Sir

Thank you very much for the shortlisting from your side.

Yes we can plan it on 21st August 2021 at 11.00 am.

We will be highly obliged if HR department convey all the students through mail about interview schedule along with the online meet link so that only listed candidates can join the online interview processes.

Awaiting for your reply.

On Wed, 11 Aug 2021, 4:05 pm Manoj Ghuge, <[ghuge.manoj@dhoottransmission.com](mailto:ghuge.manoj@dhoottransmission.com)> wrote:

Dear Sir,

We have shortlisted all the candidate for virtual interview and will schedule it on Wednesday 18/08/2021 , 11:00 AM -1:00 PM.

Before starting to the interview, we will brief them about company overview and history, portfolio, job description and compensation structure.

Kindly give your acceptance for the same so we can arrange it accordingly.

Regards,

Manoj Ghuge

---

**From:** vijay sarode (via Google Sheets) [<mailto:drive-shares-dm-noreply@google.com>]

**Sent:** 10 August 2021 12:29

**To:** [ghuge.manoj@dhoottransmission.com](mailto:ghuge.manoj@dhoottransmission.com)

**Cc:** [hema.rodye@dhoottransmission.com](mailto:hema.rodye@dhoottransmission.com); [madhukar.dube@ggsf.edu.in](mailto:madhukar.dube@ggsf.edu.in); [neelkanth.nikam@ggsf.edu.in](mailto:neelkanth.nikam@ggsf.edu.in); [nikhil.mate@ggsf.edu.in](mailto:nikhil.mate@ggsf.edu.in); [pritam.kudale@ggsf.edu.in](mailto:pritam.kudale@ggsf.edu.in);



[shinde@dhoottransmission.com](mailto:shinde@dhoottransmission.com); [vishvesh.kathe@ggsf.edu.in](mailto:vishvesh.kathe@ggsf.edu.in)

**Subject:** {Spam?} Spreadsheet shared with you: "Untitled form (Responses)"

## [vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in) shared a spreadsheet



[vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in) added you as an editor. Verify your email to securely make edits to this spreadsheet. You will need to verify your email every 7 days. [Learn more](#).



Dear Sir,


Greetings from GCOERC!!!!

In context to your previous mail regarding campus drive, I am sharing herewith list of Mechanical & Electrical Engineering candidates of 2020-21 pass out batch. There are total 57 candidates from both the disciplines out of that 40 from Mechanical Engineering and 17 from Electrical Engineering.

You are requested to go through the attached google sheet which comprises of their personal details , resume and tentative date joining if selected.

You are requested to inform us schedule of online interview process.

Awaiting your reply.

 [Untitled form \(Responses\)](#)

 Rounded Rectangle: OpenOpen

Use is subject to the Google [Privacy Policy](#)

Google LLC, [1600 Amphitheatre Parkway, Mountain View, CA 94043, USA](#)

You have received this email because [vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in) shared a spreadsheet with you from Google Sheets.

[Delete visitor session](#)

Google Workspace

**DISCLAIMER:**

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Dhoot Transmission. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

Please contact the sender if you believe you have received this email in error.

Dhoot Transmission and / or its group companies prohibit and may take steps to prevent their information systems from being used to view,

store or forward offensive or discriminatory material.

Please ensure you have adequate virus protection before you open or detach any documents from this transmission. Dhoot Transmission and / or its group companies do not accept any liability for viruses.

**DISCLAIMER:**

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of

2/11/22, 6:46 PM

Guru Gobind Singh Foundation Mail - RE: {Spam?} Re: Spreadsheet shared with you: "Untitled form (Responses)"

Dhoot Transmission. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

Please contact the sender if you believe you have received this email in error.

Dhoot Transmission and / or its group companies prohibit and may take steps to prevent their information systems from being used to view,

store or forward offensive or discriminatory material.

Please ensure you have adequate virus protection before you open or detach any documents from this transmission. Dhoot Transmission and / or its group companies do not accept any liability for viruses.



vijay sarode &lt;vijay.sarode@ggsf.edu.in&gt;

---

**RE: {Spam?} Re: Spreadsheet shared with you: "Untitled form (Responses)"**

---

**Manoj Ghuge** <ghuge.manoj@dhoottransmission.com>

Mon, Aug 23, 2021 at 11:10 AM

To: vijay sarode &lt;vijay.sarode@ggsf.edu.in&gt;

Cc: Hema Rodye &lt;hema.rodye@dhoottransmission.com&gt;, Madhukar Dube &lt;madhukar.dube@ggsf.edu.in&gt;, "Dr. Neelkanth G. Nikam" &lt;neelkanth.nikam@ggsf.edu.in&gt;, nikhil.mate@ggsf.edu.in, Pritam kudale &lt;pritam.kudale@ggsf.edu.in&gt;, Ravindra Shinde &lt;shinde@dhoottransmission.com&gt;, vishvesh kathe &lt;vishvesh.kathe@ggsf.edu.in&gt;

Dear Sir,

We have finalized the name of 17 candidates out of 26 as listed below. Kindly confirm their date of joining asap. If they need any assistance for searching the accommodation facility and transportation related doubts then share.

Sr.No	Name of Employee
1	Kunal Tokare
2	Harshad More
3	Shubhangi Mahajan
4	Amit Chaudhari
5	Sanket Jadhav
6	Kapil More

7	Rahul Ahire.
8	Himanshu Kulkarni
9	Ashish Vyavahare
10	Pooja Kukade
11	Krantish Wankhede
12	Shubhangi Mahajan
13	Chetan Kaloge
14	Sanket Jadhav
15	Harshada Desale
16	Shraddha Baban Said
17	Shubham Waghchaure

Regards,

Manoj Ghuge

---

**From:** vijay sarode [mailto:[vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in)]

**Sent:** 11 August 2021 17:45

**To:** Manoj Ghuge

**Cc:** Hema Rodye; Madhukar Dube; Dr. Neelkanth G. Nikam; [nikhil.mate@ggsf.edu.in](mailto:nikhil.mate@ggsf.edu.in); Pritam kudale; Ravindra Shinde; vishvesh kathe

**Subject:** {Spam?} Re: Spreadsheet shared with you: "Untitled form (Responses)"

Dear Sir

Thank you very much for the shortlisting from your side.

Yes we can plan it on 21st August 2021 at 11.00 am.

We will be highly obliged if HR department convey all the students through mail about interview schedule along with the online meet link so that only listed candidates can join the online interview processes.

Awaiting for your reply.

On Wed, 11 Aug 2021, 4:05 pm Manoj Ghuge, <[ghuge.manoj@dhoottransmission.com](mailto:ghuge.manoj@dhoottransmission.com)> wrote:

Dear Sir,

We have shortlisted all the candidate for virtual interview and will schedule it on Wednesday 18/08/2021 , 11:00 AM -1:00 PM.

Before starting to the interview, we will brief them about company overview and history, portfolio, job description and compensation structure.

Kindly give your acceptance for the same so we can arrange it accordingly.

Regards,

Manoj Ghuge

---

**From:** vijay sarode (via Google Sheets) [mailto:[drive-shares-dm-noreply@google.com](mailto:drive-shares-dm-noreply@google.com)]

**Sent:** 10 August 2021 12:29

**To:** [ghuge.manoj@dhoottransmission.com](mailto:ghuge.manoj@dhoottransmission.com)

**Cc:** [hema.rodye@dhoottransmission.com](mailto:hema.rodye@dhoottransmission.com); [madhukar.dube@ggsf.edu.in](mailto:madhukar.dube@ggsf.edu.in); [neelkanth.nikam@ggsf.edu.in](mailto:neelkanth.nikam@ggsf.edu.in); [nikhil.mate@ggsf.edu.in](mailto:nikhil.mate@ggsf.edu.in); [pritam.kudale@ggsf.edu.in](mailto:pritam.kudale@ggsf.edu.in);

[shinde@dhoottransmission.com](mailto:shinde@dhoottransmission.com); [vishvesh.kathe@ggsf.edu.in](mailto:vishvesh.kathe@ggsf.edu.in)

**Subject:** {Spam?} Spreadsheet shared with you: "Untitled form (Responses)"

## [vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in) shared a spreadsheet



[vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in) added you as an editor. Verify your email to securely make edits to this spreadsheet. You will need to verify your email every 7 days. [Learn more](#).



Dear Sir,


Greetings from GCOERC!!!!

In context to your previous mail regarding campus drive, I am sharing herewith list of Mechanical & Electrical Engineering candidates of 2020-21 pass out batch. There are total 57 candidates from both the disciplines out of that 40 from Mechanical Engineering and 17 from Electrical Engineering.

You are requested to go through the attached google sheet which comprises of their personal details , resume and tentative date joining if selected.

You are requested to inform us schedule of online interview process.

Awaiting your reply.

 [Untitled form \(Responses\)](#)

 Rounded Rectangle: OpenOpen

Use is subject to the Google [Privacy Policy](#)

Google LLC, [1600 Amphitheatre Parkway, Mountain View, CA 94043, USA](#)

You have received this email because [vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in) shared a spreadsheet with you from Google Sheets.

[Delete visitor session](#)

Google Workspace

**DISCLAIMER:**

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Dhoot Transmission. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

Please contact the sender if you believe you have received this email in error.

Dhoot Transmission and / or its group companies prohibit and may take steps to prevent their information systems from being used to view,

store or forward offensive or discriminatory material.

Please ensure you have adequate virus protection before you open or detach any documents from this transmission. Dhoot Transmission and / or its group companies do not accept any liability for viruses.

**DISCLAIMER:**

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of



2/11/22, 6:46 PM

Guru Gobind Singh Foundation Mail - RE: {Spam?} Re: Spreadsheet shared with you: "Untitled form (Responses)"

Dhoot Transmission. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

Please contact the sender if you believe you have received this email in error.

Dhoot Transmission and / or its group companies prohibit and may take steps to prevent their information systems from being used to view,

store or forward offensive or discriminatory material.

Please ensure you have adequate virus protection before you open or detach any documents from this transmission. Dhoot Transmission and / or its group companies do not accept any liability for viruses.



**23-Nov-2021**

**Dear Mangesh Nandu Shinde,**  
B.E., Mechanical Engineering  
Guru Gobind Singh College of Engineering and Research Centre, Nashik

**Candidate ID – 15076948**

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:** Mangesh Nandu Shinde                      **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
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

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

SI 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

Mangesh Nandu Shinde, 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.

## **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    Mangesh Nandu Shinde**

Sign: \_\_\_\_\_  
Name:

Sign: \_\_\_\_\_  
Name:



vijay sarode <vijay.sarode@ggsf.edu.in>

---

## Requirement Of Trainee Engineers

---

**Quality Krishna** <qualitykrishna007@gmail.com>  
To: vijay.sarode@ggsf.edu.in  
Cc: Ajitabh Agarwal <krishnawriting@gmail.com>

Wed, Mar 23, 2022 at 7:00 PM

Dear Sir,

Following students are selected in our organisation in Production Department as a Trainee Engineers

- 1) Harshad Bhaurao More
- 2) Maniyar Kashif

Salary CTC is 223000/- annually.

So please we request you that to send us the best students from your college

--  
Thanks & Regards,  
Abhijeet Patil  
9049046660

( Q.A. Manager )

Krishna Writing Instruments,  
Plot No 21, MIDC, Satpur, Opp to Victor Gasket, Nashik, India-422007.  
Ph no:- + 91 253 2352814/2350652, Fax no :- +91 253 2361713  
e-mail :- [krishnawriting@gmail.com](mailto:krishnawriting@gmail.com)/[ajitabh@krishnawriting.com](mailto:ajitabh@krishnawriting.com)  
visit us at :- [www.krishnawriting.com](http://www.krishnawriting.com)

10-01-2023

Mr. Milind Vivek Morje

Dear Milind Vivek,

Congratulations! We are pleased to extend an offer of employment as **Junior Software Developer** at Technovert Solutions.Pvt. Ltd. You are required to join on or before **18-01-2023** and the offer stands withdrawn thereafter unless the date is extended by us and communicated to you in writing.

Your position will carry annual compensation of **INR 4,50,000.00/-** inclusive of fixed components and benefits. The appointment letter comprising of employee confidentiality, Non-Compete Agreement, and Employment Terms along with 1 year service agreement will be provided to you on the date of joining. Your compensation is unique and exclusive to you and should be treated confidentially and as a non-comparable package with other employees.

Please sign a copy of the offer letter on all sheets at the bottom right corner and return it to HR at the address: Plot No 283/a, Incor 9, 5th Floor, Kavuri Hills, Madhapur, Telangana 500033, or email at [talent@technovert.com](mailto:talent@technovert.com) within 15 days from 10-01-2023 as a token of your acceptance.

The appointment letter comprising of employee confidentiality, Non-Compete Agreement and Employment Terms will be provided to you on the date of your joining.

On or before your joining you are required to submit the below-mentioned documents for verification and record purposes.

Please feel free to contact us at [talent@technovert.com](mailto:talent@technovert.com) with any questions or concerns if any.

Congratulations once again.

*Sashi Pagadala*



Sashi Pagadala  
Managing Director

Milind Vivek Morje

**Enclosures:**

- Compensation & Benefits package details
- List of documents to be submitted

## COMPENSATION & BENEFITS PACKAGE

**Name:** Milind Vivek Morje

**Designation:** Junior Software Developer

<b>EARNINGS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
Basic	18,750.00	2,25,000.00
HRA	7,500.00	90,000.00
Medical Allowance	1,250.00	15,000.00
Conveyance Allowance	2,916.67	35,000.00
Special Allowance	5,283.33	63,400.00
SUB TOTAL (A)	35,700.00	4,28,400.00
PF - Employer	1,800.00	21,600.00
TOTAL	37,500.00	4,50,000.00
<b>DEDUCTIONS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
PF Employee	1,800.00	21,600.00
LWF	0.17	2.00
TOTAL DEDUCTIONS (B)	1,800.17	21,602.00
TOTAL (A-B)	33,899.83	4,06,798.00
<b>OTHERS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
LWF Employer	0.42	5.00
OTHERS TOTAL	0.42	5.00
TOTAL		4,06,803.00

- Employee's PF to be calculated as per company norms.
- This compensation pay structure may get revised from time to time as per company policies and statutory requirements, Company would issue a revised letter upon changes if any.

### Additional Benefit & Perks:

- As an employee of Technovert, insurance of INR 3,00,000 for Employee, Spouse and up to two children. Other benefits will be described in more detail in the orientation

Sashi Pagadala



Sashi Pagadala  
Managing Director

Milind Vivek Morje

### List of Documents

- Three passport Size photographs
- Resume
- Proof of residence
  - Permanent (& Temporary if any)
  - Passport / Driving Licence / Aadhar Card or any other similar document
- Academic & Professional certificates
  - SSC, HSC, Passing Certificate and Marksheet
  - Graduation certificate and all semester mark sheets
  - Postgraduate Certificate and mark sheets
  - Any other professional course certificate
- Details of previous employment
  - Appointment letter (From all previous employers)
  - Appraisal Letter (If applicable)
  - Experience and Relieving Letter (For all previous employments)
  - Payslips of the last 3 months of your current company
- 2 photocopies of your Pan Card and Aadhar Card (Both Mandatory)
- Form 16/Salary Certificate/16A Issued by the relieving company.

**IMPORTANT:** Please remember that you MUST submit the above documents on or before the day of joining. Also please carry the originals for verification.

Parinee Crescenzo, "A" Wing, 1102, 11th Floor,  
"G" Block, Plot No. C38 & C39,  
Behind MCA, Bandra Kurla Complex,  
Bandra (E), Mumbai - 400 051, India.  
Phone : 91-22-6124 0444 / 6124 0428  
Fax : 91-22-6124 0438  
E-mail : vinati@vinatiorganics.com  
Website : www.vinatiorganics.com  
CIN : L24116MH1989PLC052224



June 22, 2022

Mr. Mohit Patil,  
At Post – Bahal, Tal - Chalisgaon,  
Dist. – Jalgaon – 424 106.

**Sub: Offer Letter**

Dear Mr. Patil,

With reference to application and subsequent interview you had with us, we are pleased to offer you a position in our organisation as **Trainee - SAP** in our **IT Department**.

You will be based at **Head Office, Mumbai**.

You will be paid stipend of Rs. 25000/- (Rs. Twenty Five Thousand Only) per month.

You are expected to join our services on 04<sup>th</sup> July 2022. A detailed appointment letter with service conditions will be issued to you on your joining with us.

This offer is valid till 04<sup>th</sup> July 2022.

Kindly sign the duplicate copy of this letter as a token of your acceptance of this offer. We look forward to welcoming you to Vinati Organics Limited.

Yours faithfully,  
**For Vinati Organics Limited,**

A handwritten signature in blue ink, appearing to read 'Saraf', is written over a light blue circular stamp.

**Vinati Saraf Mutreja**  
**Managing Director & CEO**

Applicant ID :**MOHIT\_3\_58940**  
 Name :**MOHIT SUBHASH JANGRA**  
 Location :**NASHIK**

### OFFER LETTER

Dear **MOHIT SUBHASH JANGRA**

Thank you for your interest in Adecco.

Based on your resume and the interview you had with us, we are pleased to make you an offer of employment as **Technical ASSISTANT** on deputation to our client **BOSCH LIMITED** on fixed term contract, for the remuneration as offered and agreed by us (details given below). The Management reserves the right to bifurcate or merge the allowances in basic salary.

The **Net Salary (In Hand)** offered to you is **Rs 17042.00 only per month**; detailed breakup is enclosed.

The management reserves the right to utilize your services on deputation to our clients on fixed term contract, anywhere in India, through our branch offices, either in existence or which may come into existence. Your initial place of posting will be at **NASHIK**. However, you may be required to report to our Branch Office (address mentioned at the top right corner of this letter), to complete your joining formalities, in the event you have not been able to follow our digital process

This employment offer is subject to:

- a) The information provided by you in your resume and interviews are correct and valid.
- b) This offer letter is valid till the date of your joining which should not be later than **15 days** of issuance of this letter; your expected DOJ is **20-11-2021**. If you do not join us by the stipulated date, this offer is deemed invalid. Your formal appointment letter will be issued at the time of your joining, subject to receipt of various mandatory documents, as per list given below.
  - Aadhar card for proof of identity, proof date of birth and proof of address.
  - Educational certificates
  - ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "Form F"
  - PAN Card, Bank A/C details with proof
  - Six passport size photographs
  - Experience certificates and relieving letter from your previous employer (if applicable).
  - Proof of your last drawn salary (if applicable)

Please note that any claims based on alleged verbal promises by any authority in the organization are not a part of this letter and will not be entertained in future.

We look forward for you to join our organization at the earliest.

With warm regards,

**Adecco India Pvt. Ltd.**



Arun Soman  
Sr. Manager - SSC



Simi Chacko  
Asst. Manager - SSC

Authorized Signatory

Enclosures: - (i) Compensation Sheet; (ii) Consent letter

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**EMPLOYMENT OFFER LETTER**

Capgemini Ref: 5101734 /1015831,

10/18/2021,

Nikhil Ramesh Kothawade  
Tilak Road, Satana, Tal: Satana, Dist: Nashik, State: Maharashtra, Pin: 423301, Satana,  
Nashik, Maharashtra,  
India

**Confidential**

**Dear Nikhil Ramesh Kothawade,**

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **10/19/2021** (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Analyst/A4**
- B) You will be required to work at the Company's offices in location **Pune**

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

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

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



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218158524/Pune**  
**Date: 16/10/2021**

Mr. Niraj Pandurang Kadam  
1, Saishraddha Apartment Rathchakra Chawk,  
Behind Babu Bunglow, Indiranagar,  
Nashik-422009,  
Maharashtra.  
Tel# -

Dear Niraj Pandurang Kadam,

**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 assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements 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/DT20218158524**

1

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 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/DT20218158524**

**5**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto: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. 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**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### **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 Sri Lankan 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:**

(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**

<b>Name</b>	<b>Niraj Pandurang Kadam</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Guru Gobind Singh College Of Engineering And Research Centre, Nashik</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		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)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> 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.



vijay sarode <vijay.sarode@ggsf.edu.in>

---

## Trainee Engineer

---

**Nitin Geet** <ngeet@bajajsons.com>  
To: vijay sarode <vijay.sarode@ggsf.edu.in>  
Cc: lks.devanhalli@bajajsons.com

Mon, Nov 29, 2021 at 2:54 PM

Dear Sir,

Please find below candidates is join our organization from 24/11/2021 as GET apprentice and his stipend is Rs.15,000/- P.M.

1} Mr. Aditya Shyam Shinde

2} Mr. Niraj Kishor Ladhe

[Quoted text hidden]

HRD/3T/1003440303/21-22

February 11, 2022

Mr. Nitin Patil  
N-41Af-112/7Saibabanager  
Cidco  
Nashik-422009  
India

Ph: +91-8806181926

Dear Nitin,

Welcome to Infosys!

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

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

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

Warm regards,

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.02.11 17:50:53 IST  
Reason: Digitally Signed  
Location: Bangalore

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

HRD/1003440303/21-22

February 11, 2022

Mr. Nitin Patil  
N-41Af-112/7Saibabanager  
Cidco  
Nashik-422009  
India

Ph: +91-8806181926

Dear Nitin,

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

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **24-Feb-2022**.

### **Location**

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

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

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

### **Training**

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



## **Probation and Confirmation**

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

## **Leave**

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

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

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

## **Agreement**

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

## **Compensation and Benefits**

### **Salary**

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

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

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

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

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

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

### **Notice Period**

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

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

### **Background Checks**

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

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

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

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

### **Other Terms and Conditions**

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

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

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

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

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

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

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

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

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

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

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

Yours sincerely,

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

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

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

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

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.02.11 17:50:53 IST  
Reason: Digitally Signed  
Location: Bangalore

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

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

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

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

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

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

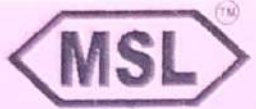
<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>

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

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

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

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



# GRADUATE APPRENTICE



Name **OMKAR.S.**  
**AHIRRAO**

T No. : **6761**

Dept : **SHAFT LINE**

Date of Joining : **17/10/2021**

Date of Leaving **16/10/2022**

Signature : **Omkar**





# BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION)

(An Autonomous Body Under Ministry of Human Resource Development, Department of Higher Education, Government of India)

2nd Floor, Administrative Building, ATI Campus, V.N.Purav Marg, Sion, Mumbai - 400022


Phone No: 022 - 24055635 / 24053682 Fax No: 022-2405 5923 Email: placement.boatwr@gmail.com

Website: <http://www.mhrdnats.gov.in/>



## APPRENTICESHIP CONTRACT REGISTRATION FORM

### APPRENTICE INFORMATION

Name	Gender	Date of Birth	Age	
Ahirrao Omkar Sanjeev	Male	24-Sep-1999	22	
Father / Mother Name	Enrollment Number	Caste	PWD	
Surekha S. Ahirrao	WMHG006210701978	OBC	NO	
Address for Communication		Mobile Number	Email Address	
N-9/E/36/2, Veer Savarkar Chowk, New Cidco, Nashik., Nashik Nashik, NASHIK MAHARASHTRA - 422009		9767178990	omkarsahirrao@gmail.com	

### EDUCATIONAL QUALIFICATION

Name of the Institution / College / University	Univ. Regn. Number / DOTE / DTE Regn. Number / +2 Regn	Month & Year of passing	Educational Qualification
GURU GOBIND SINGH COLLEGE OF ENGINEERING AND RESEARCH CENTRE, NASHIK.	71941575G	Jul-2021	Graduate in MECHANICAL ENGINEERING

### TRAINING DETAILS

Training start date	Period of Training	Stipend Rs. per month	The apprentice would be undergoing training under section 22 (1)
17-Oct-2021	12 Months	13500.0	
Contract Regn. No.	Approved On	Approved By	
WMHG21006000558	20-Oct-2021	mhgofficer5	

### NAME AND ADDRESS OF THE EMPLOYER

MSL DRIVELINE SYSTEMS LTD - WMHNSP000027  
P.B.NO.8, PLOT NO.89/1/A, M.I.D.C., SATPUR, SATPUR, NASHIK  
NASHIK, MAHARASHTRA - 422007

We, the Employer, Apprentice hereby declare that we have read the contents of the Apprenticeship Contracts as per the Apprenticeship Rules, 1962, as amended from time to time and agree to abide by all the provisions made thereunder. We also declare that all the provisions of the Apprentices Act, 1961, as amended from time to time including those relating to Registration and Termination of Contract are binding on us. However, we declare that the 50% stipendiary reimbursement for this contract shall not be claimed from the Government of India. According to the apprentice, it is inferred, that the apprentice has not undergone apprenticeship training elsewhere or had work. We will impart Apprenticeship training according to the approved training module/programme.

It is requested that the Registration Number may kindly be noted in your records and the claims for the reimbursement of Government share of stipend if any, may please be sent to this office once in a quarter along with Progress Report of the apprentices in the prescribed Form Apprenticeship -3.

### NOTE

This is system generated ACRF document. Agreeing to the terms and conditions in the workflow is as good as signing of physical contract form on mutual agreement between Student and Establishment. It has all legal binding as per the law if mutual trust is breached.  
IP address of Establishment submitting this request: 172.31.3.254 IP address of student accepting this request: NA

## TERMS AND CONDITIONS OF THE CONTRACT OF APPRENTICESHIP FOR GRADUATE AND TECHNICIAN APPRENTICES

1. The period of training shall be one year (In the case of Sandwich students the period of the training shall be as stipulated in curriculum)
2. It shall not be obligatory on part of the employer to offer any employment to the apprentice on successfully completing the apprenticeship training in their establishment nor shall it be obligatory on part of the apprentice to accept an employment under the employer  

NOTE: If, however, there is a condition in the contract of apprenticeship that the apprentice shall after the successful completion of training serve the employer, the employer shall, on such completion be bound to offer suitable employment to the apprentice and the apprentice shall be bound to serve the employer in that capacity for such period and for such remuneration as may be specified in the contract subject to the approval of the Central Apprenticeship Adviser.
3. Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and not a worker and as such the provisions of any law with respect to labor shall not apply to or in relation to such apprentice
4. (i) The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and safety and carry all lawful order of the employer and superiors in the establishment  
ii) The apprentice shall learn his subject field conscientiously and diligently and attend to practical and instructional classes regularly  
iii) The apprentice shall maintain a record of his work during the period of apprenticeship training in a proforma approved by the apprenticeship advisor  
iv) Where the contract of apprenticeship is terminated for failure on the part of the apprentice of carry out terms of contract, the apprentice shall refund to the employer as cost of training such as amount as may be determined by the apprenticeship adviser. In such event, the apprentice shall not be entitled to enter into another contract of apprenticeship under the act with any other employer  
(v) The contract of apprentice can be terminated without compensation payable by the apprentice (a) If he/she secures gainful employment (on production of copy of the appointment order) and (b) If he/she is unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of civil surgeon)  
(vi) For breach of contract by the employer, the employer shall pay compensation to the apprentice an amount equivalent to his three months last drawn stipend  
(vii) Continuance of payment of stipend shall depend on the satisfactory performance of the apprentice during the period
5. (i) The employer shall make a suitable arrangement in his establishment for imparting a course of apprenticeship training to the apprentice in accordance with the provisions for the Act and Rules made there under and with the approval of the respective Regional Central Apprentice Adviser  
(ii) Every employer is required to formulate a "Training Programme" for the training of Graduate/Technician apprentices and get it approved by the respective Regional Central Apprentice Adviser  
(iii) The employer will arrange for suitable person to be placed in charge of training of apprentices as laid down
6. (i) A Graduate/Technician Apprentice shall work according to the normal hours of work of the department in the establishment to which they are attached for training. Leaves for apprentices will be guided by the training establishments leave policy.  
(ii) The stipend of a particular month shall be paid on or before the 10th of the following month
7. Please preserve copy of the ACRF and Certificate submitted by the candidate for future reference

Date-10/10/2021

Mr. Omkar Patekar  
381/A, More Mala,  
Balaji Nagar, Jail Road,  
Nashik - 422101  
Mob. 8805896455

## Offer Letter

Dear Mr. Omkar,

This has reference to your application dated **10-October-2021** and subsequent interviews. We are pleased to offer you the position of "DSE – SCV Cargo" in "Sales" Department, working location is **Dhankawadi** at the terms and conditions mutually agreed between us. You are requested to report to **Excel Vehicles (A unit My Car Pune Private Limited)**, location **Tathawade** at the earliest but not later than **18-October-2021**.

Please bring your latest four (4 numbers) colour passport size photographs and copies attested of below mentioned documents along with originals (for verification), at the time of joining. The originals will be handed over to you immediately after verification by the competent authority.

1. Birth certificate and educational certificates
2. Address and Identity proof – Driving License/Power Bill or Adhaar Card
3. Copy of Pan card
4. Experience certificate from all previous employers
5. Relieving letter from last employer(in case of lateral entry only)
6. Salary Pay slips of last 3 months.
7. Medical certificate from registered medical practitioner/ or Pre-employment Medical Report (In case of Managers & above)a
8. Bank account statement for the last 3 months where monthly salary is reflected

Please sign a copy of this letter as a token of acceptance of this offer and send back to the undersigned as soon as possible.

Thanking you,



Authorized Signatory  
For Excel Vehicles (A unit of My Car Pune Pvt. Ltd.)

# BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION)

(An Autonomous Body Under Ministry of Human Resource Development, Department of Higher Education, Government of India)

2nd Floor, Administrative Building, ATI Campus, V.N.Purav Marg, Sion, Mumbai - 400022


Phone No: 022 - 24055635 / 24053682 Fax No: 022-2405 5923 Email: placement.boatwr@gmail.com

Website: <http://www.mhrdnats.gov.in/>



## APPRENTICESHIP CONTRACT REGISTRATION FORM

### APPRENTICE INFORMATION

Name	Gender	Date of Birth	Age	
Ahirrao Omkar Sanjeev	Male	24-Sep-1999	22	
Father / Mother Name	Enrollment Number	Caste	PWD	
Surekha S. Ahirrao	WMHG006210701978	OBC	NO	
Address for Communication		Mobile Number	Email Address	
N-9/E/36/2, Veer Savarkar Chowk, New Cidco, Nashik., Nashik Nashik, NASHIK MAHARASHTRA - 422009		9767178990	omkarsahirrao@gmail.com	

### EDUCATIONAL QUALIFICATION

Name of the Institution / College / University	Univ. Regn. Number / DOTE / DTE Regn. Number / +2 Regn	Month & Year of passing	Educational Qualification
GURU GOBIND SINGH COLLEGE OF ENGINEERING AND RESEARCH CENTRE, NASHIK.	71941575G	Jul-2021	Graduate in MECHANICAL ENGINEERING

### TRAINING DETAILS

Training start date	Period of Training	Stipend Rs. per month	The apprentice would be undergoing training under section 22 (1)
17-Oct-2021	12 Months	13500.0	
Contract Regn. No.	Approved On	Approved By	
WMHG21006000558	20-Oct-2021	mhgofficer5	

### NAME AND ADDRESS OF THE EMPLOYER

MSL DRIVELINE SYSTEMS LTD - WMHNSP000027  
P.B.NO.8, PLOT NO.89/1/A, M.I.D.C., SATPUR, SATPUR, NASHIK  
NASHIK, MAHARASHTRA - 422007

We, the Employer, Apprentice hereby declare that we have read the contents of the Apprenticeship Contracts as per the Apprenticeship Rules, 1962, as amended from time to time and agree to abide by all the provisions made thereunder. We also declare that all the provisions of the Apprentices Act, 1961, as amended from time to time including those relating to Registration and Termination of Contract are binding on us. However, we declare that the 50% stipendiary reimbursement for this contract shall not be claimed from the Government of India. According to the apprentice, it is inferred, that the apprentice has not undergone apprenticeship training elsewhere or had work. We will impart Apprenticeship training according to the approved training module/programme.

It is requested that the Registration Number may kindly be noted in your records and the claims for the reimbursement of Government share of stipend if any, may please be sent to this office once in a quarter along with Progress Report of the apprentices in the prescribed Form Apprenticeship -3.

### NOTE

This is system generated ACRF document. Agreeing to the terms and conditions in the workflow is as good as signing of physical contract form on mutual agreement between Student and Establishment. It has all legal binding as per the law if mutual trust is breached.  
IP address of Establishment submitting this request: 172.31.3.254 IP address of student accepting this request: NA

## TERMS AND CONDITIONS OF THE CONTRACT OF APPRENTICESHIP FOR GRADUATE AND TECHNICIAN APPRENTICES

1. The period of training shall be one year (In the case of Sandwich students the period of the training shall be as stipulated in curriculum)
2. It shall not be obligatory on part of the employer to offer any employment to the apprentice on successfully completing the apprenticeship training in their establishment nor shall it be obligatory on part of the apprentice to accept an employment under the employer  

NOTE: If, however, there is a condition in the contract of apprenticeship that the apprentice shall after the successful completion of training serve the employer, the employer shall, on such completion be bound to offer suitable employment to the apprentice and the apprentice shall be bound to serve the employer in that capacity for such period and for such remuneration as may be specified in the contract subject to the approval of the Central Apprenticeship Adviser.
3. Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and not a worker and as such the provisions of any law with respect to labor shall not apply to or in relation to such apprentice
4. (i) The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and safety and carry all lawful order of the employer and superiors in the establishment  
ii) The apprentice shall learn his subject field conscientiously and diligently and attend to practical and instructional classes regularly  
iii) The apprentice shall maintain a record of his work during the period of apprenticeship training in a proforma approved by the apprenticeship advisor  
iv) Where the contract of apprenticeship is terminated for failure on the part of the apprentice of carry out terms of contract, the apprentice shall refund to the employer as cost of training such as amount as may be determined by the apprenticeship adviser. In such event, the apprentice shall not be entitled to enter into another contract of apprenticeship under the act with any other employer  
(v) The contract of apprentice can be terminated without compensation payable by the apprentice (a) If he/she secures gainful employment (on production of copy of the appointment order) and (b) If he/she is unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of civil surgeon)  
(vi) For breach of contract by the employer, the employer shall pay compensation to the apprentice an amount equivalent to his three months last drawn stipend  
(vii) Continuance of payment of stipend shall depend on the satisfactory performance of the apprentice during the period
5. (i) The employer shall make a suitable arrangement in his establishment for imparting a course of apprenticeship training to the apprentice in accordance with the provisions for the Act and Rules made there under and with the approval of the respective Regional Central Apprentice Adviser  
(ii) Every employer is required to formulate a "Training Programme" for the training of Graduate/Technician apprentices and get it approved by the respective Regional Central Apprentice Adviser  
(iii) The employer will arrange for suitable person to be placed in charge of training of apprentices as laid down
6. (i) A Graduate/Technician Apprentice shall work according to the normal hours of work of the department in the establishment to which they are attached for training. Leaves for apprentices will be guided by the training establishments leave policy.  
(ii) The stipend of a particular month shall be paid on or before the 10th of the following month
7. Please preserve copy of the ACRF and Certificate submitted by the candidate for future reference

# BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION)

(An Autonomous Body Under Ministry of Human Resource Development, Department of Higher Education, Government of India)

2nd Floor, Administrative Building, ATI Campus, V.N.Purav Marg, Sion, Mumbai - 400022

Phone No: 022 - 24055635 / 24053682 Fax No: 022-2405 5923 Email: placement.boatwr@gmail.com

Website: <http://www.mhrdnats.gov.in/>



## APPRENTICESHIP CONTRACT REGISTRATION FORM

### APPRENTICE INFORMATION

Name	Gender	Date of Birth	Age	
Birari Pooja Mahesh	Female	25-Jul-1996	25	
Father / Mother Name	Enrollment Number	Caste	PWD	
Megha Mahesh Birari	WMHG006210703966	OBC	NO	
Address for Communication		Mobile Number	Email Address	
A-6, DGP Nagar No.01 Nashik, NASHIK MAHARASHTRA - 422006		8380013761	poojabirari96@gmail.com	

### EDUCATIONAL QUALIFICATION

Name of the Institution / College / University	Univ. Regn. Number / DOTE / DTE Regn. Number / +2 Regn	Month & Year of passing	Educational Qualification
GURU GOBIND SINGH COLLEGE OF ENGINEERING AND RESEARCH CENTRE, NASHIK.	71941583H	Jul-2021	Graduate in MECHANICAL ENGINEERING

### TRAINING DETAILS

Training start date	Period of Training	Stipend Rs. per month	The apprentice would be undergoing training under section 22 (1)
14-Dec-2021	12 Months	16000.0	
Contract Regn. No.	Approved On	Approved By	
NA	NA	NA	

### NAME AND ADDRESS OF THE EMPLOYER

EPIROC MINING INDIA LIMITED PRODUCT COMPNAY NASHIK - WMHNSP000011  
90, M.I.D.C. AREA, SATPUR, M.I.D.C., Nashik  
NASHIK, MAHARASHTRA - 422007

We, the Employer, Apprentice hereby declare that we have read the contents of the Apprenticeship Contracts as per the Apprenticeship Rules, 1962, as amended from time to time and agree to abide by all the provisions made thereunder. We also declare that all the provisions of the Apprentices Act, 1961, as amended from time to time including those relating to Registration and Termination of Contract are binding on us. However, we declare that the 50% stipendiary reimbursement for this contract shall not be claimed from the Government of India. According to the apprentice, it is inferred, that the apprentice has not undergone apprenticeship training elsewhere or had work. We will impart Apprenticeship training according to the approved training module/programme.

It is requested that the Registration Number may kindly be noted in your records and the claims for the reimbursement of Government share of stipend if any, may please be sent to this office once in a quarter along with Progress Report of the apprentices in the prescribed Form Apprenticeship -3.

### NOTE

This is system generated ACRF document. Agreeing to the terms and conditions in the workflow is as good as signing of physical contract form on mutual agreement between Student and Establishment. It has all legal binding as per the law if mutual trust is breached.  
IP address of Establishment submitting this request: 172.31.3.24 IP address of Student accepting this request: NA

## TERMS AND CONDITIONS OF THE CONTRACT OF APPRENTICESHIP FOR GRADUATE AND TECHNICIAN APPRENTICES

1. The period of training shall be one year (In the case of Sandwich students the period of the training shall be as stipulated in curriculum)
2. It shall not be obligatory on part of the employer to offer any employment to the apprentice on successfully completing the apprenticeship training in their establishment nor shall it be obligatory on part of the apprentice to accept an employment under the employer  

NOTE: If, however, there is a condition in the contract of apprenticeship that the apprentice shall after the successful completion of training serve the employer, the employer shall, on such completion be bound to offer suitable employment to the apprentice and the apprentice shall be bound to serve the employer in that capacity for such period and for such remuneration as may be specified in the contract subject to the approval of the Central Apprenticeship Adviser.
3. Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and not a worker and as such the provisions of any law with respect to labor shall not apply to or in relation to such apprentice
4. (i) The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and safety and carry all lawful order of the employer and superiors in the establishment  
ii) The apprentice shall learn his subject field conscientiously and diligently and attend to practical and instructional classes regularly  
iii) The apprentice shall maintain a record of his work during the period of apprenticeship training in a proforma approved by the apprenticeship advisor  
iv) Where the contract of apprenticeship is terminated for failure on the part of the apprentice of carry out terms of contract, the apprentice shall refund to the employer as cost of training such as amount as may be determined by the apprenticeship adviser. In such event, the apprentice shall not be entitled to enter into another contract of apprenticeship under the act with any other employer  
(v) The contract of apprentice can be terminated without compensation payable by the apprentice (a) If he/she secures gainful employment (on production of copy of the appointment order) and (b) If he/she is unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of civil surgeon)  
(vi) For breach of contract by the employer, the employer shall pay compensation to the apprentice an amount equivalent to his three months last drawn stipend  
(vii) Continuance of payment of stipend shall depend on the satisfactory performance of the apprentice during the period
5. (i) The employer shall make a suitable arrangement in his establishment for imparting a course of apprenticeship training to the apprentice in accordance with the provisions for the Act and Rules made there under and with the approval of the respective Regional Central Apprentice Adviser  
(ii) Every employer is required to formulate a "Training Programme" for the training of Graduate/Technician apprentices and get it approved by the respective Regional Central Apprentice Adviser  
(iii) The employer will arrange for suitable person to be placed in charge of training of apprentices as laid down
6. (i) A Graduate/Technician Apprentice shall work according to the normal hours of work of the department in the establishment to which they are attached for training. Leaves for apprentices will be guided by the training establishments leave policy.  
(ii) The stipend of a particular month shall be paid on or before the 10th of the following month
7. Please preserve copy of the ACRF and Certificate submitted by the candidate for future reference



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, AiroI MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 509134**

**Letter of Intent ("LOI")**

Dear Prashant Dhumal,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this Lol, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear



the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

Candidate ID: 5102214 /1017516,

Date of Joining: 10/19/2021,

Joining Location: Pune,

Designation: Analyst,

**Dear Prashant Sharad Dhumal,**

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at Pune office, for joining formalities as per the address mentioned below:

#### Address

Ground to 14th Floor of Development Block 1, Plot No 14,  
A-2/A-3 Technology Park, MIDC, Talwade, Pune, Maharashtra - 412114

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
	<p>Employment Documents:</p> <p><b><u>Current Employment( Immediate Previous)</u></b>  a) Relieving letter /Experience Certificate( if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory)</p> <p>2. b) Payslips for last 3 months  c) Form 16  d) Salary Account 6 months Bank Statement  e) Letter of appointment/Offer letter from employer which captures start date</p> <p><b><u>Previous Employment</u></b>  Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day</p>
3.	<p><b><u>Education Documents</u></b>  a) 10 Marksheet and certificate.  b) 12th marksheet and Certificate.  c) Graduation Marksheets and certificate/Diploma certificate.  d) Post-Graduation Marksheets and degree certificate(If applicable)  e) Any other relevant certificate</p>
4.	<p><b><u>Proof of identity/ Address</u></b>  a) PAN Card  b) AADHAR Card  c) Passport  In case any of the proof of Identity/Address mentioned above not available then any TWO of the below proofs</p> <p>4. i) Voters Id  ii) Driving License  iii) Ration card  iv) Electricity Bills  v) Gas card  vi) Notarized Self Affidavit</p>
5.	Passport size photographs(6 nos)
6.	<p><b><u>Self Employed/CO-owner/Freelancing/ Partnership employment(s)(if applicable)</u></b>  a) Form 16/Form 26AS  b) Bank statement for 6 months  c) Shop License</p>
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

**In the absence of the above listed documents your onboarding may be delayed or deferred.**

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15AM, and contact security at the main gate for your entry pass.

Best Regards,  
Team HR

The information contained in this message is proprietary and confidential. Copyright © 2013. All rights reserved by Capgemini.

## EMPLOYMENT OFFER LETTER

Capgemini Ref: 5102214 /1017516,

10/18/2021,

Prashant Sharad Dhumal  
Bungalow E3, sri samarth sai vihar society, deolali road Nasik 422401,,  
Nasik ,Maharashtra,  
India

### Confidential

**Dear Prashant Sharad Dhumal,**

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **10/19/2021** (or such other date as may be communicated to you by the Company), as per details given below.

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

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

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

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

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

## Annexure - A

**Prashant Sharad Dhumal**

**Analyst**

Total Cost to Company (CTC).

**Rs.300,002.00**

Monthly Components	Per Month	Annualized
Basic	Rs 15,000.00	Rs 180,000.00
House Rent Allowance	Rs. 3,679.00	Rs 44,148.00
Other Allowances and Reimbursements – 1 #	Rs. 0	Rs.0
Other Allowances and Reimbursements – 2 +	Rs. 0	Rs. 0
Advance Statutory Bonus	Rs. 3,149.00	Rs. 37,788.00
<b>Gross monthly salary</b>	<b>Rs.21,828.00</b>	<b>Rs. 261,936.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs 8,664.00
<b>Total Fixed Compensation</b>		<b>Rs.292,200.00</b>
<b>Total Cash Compensation</b>		<b>Rs.292,200.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		<b>Rs. 7,802.00</b>
Capgemini contribution to ESI		Rs.0.00

Total Cost to Company		Rs. 300,002.00
-----------------------	--	----------------

### Annexure - B

Prashant SharadDhumal

Analyst

Total Cost to Company (CTC).

Rs.380,006.00

Monthly Components	Per Month	Annualized
Basic	Rs. 15,000.00	Rs. 1,80,000.00
House Rent Allowance	Rs.9,000.00	Rs108,000.00
Other Allowance and Reimbursement - 1	Rs.1,199.00	Rs. 14,388.00
Other Allowance and Reimbursement - 2	Rs.147.00	Rs.1,764.00
Advanced Statutory Bonus	Rs.3,149.00	Rs.37,788.00
<b>Gross monthly salary</b>	<b>Rs.28,495.00</b>	<b>Rs.341,940.00</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)	Rs.722.00	Rs.8,664.00
<b>Total Fixed Compensation</b>	<b>Rs.31,017.00</b>	<b>Rs.372,204.00</b>
<b>Total Cash Compensation</b>	<b>Rs.31,017.00</b>	<b>Rs.372,204.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		Rs.7,802.00
Capgemini contribution to ESI		Rs.0.00

<b>Total Cost to Company</b>		<b>Rs.380,006.00</b>
------------------------------	--	----------------------

# You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

<b>Other Allowance &amp; Reimbursements - 1</b>	<b>Annualized</b>
Remote Working Allowance	19800.00
Books and Journals	24000.00
Professional Pursuit	180000.00
Conveyance Allowance	63,600.00

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

<b>Other Allowance &amp; Reimbursements - 2</b>	<b>Annualized</b>
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.



4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- \* Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the component
- # All components under Other Allowance and Reimbursement – 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements - 2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

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

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

E.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company;
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;

- d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
- e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
- f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
- g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
- h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
- i. Your employment shall be subjected to the below-mentioned additional terms and conditions.

a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 30 November 2021, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review.  
You fill the complete Back ground verification link given along with the welcome mail of the offer.

- j. You have achieved minimum 60% aggregate in all semesters of your graduation.
- k. You submit the following mandatory documents before the date of joining..
  1. Highest Degree/Provisional Certificate and Final year Mark sheet.
  2. In case you do not have the Education documents on the Day of joining, you should submit the same to the HR not later than 3 months from Date of Joining.
- l. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
- 2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

I.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

J.) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,  
Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC Industrial Area, Airoli, Navi  
Mumbai, Maharashtra 400708

Email: [hremployeeservices.in@capgemini.com](mailto:hremployeeservices.in@capgemini.com)

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Anilkumar Singh  
Head - Talent Acquisition & Resourcing

## Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter ') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

---

Name: Prashant Sharad Dhumal

Date: 10/18/2021

## EXHIBIT 1

### Terms & Conditions of Employment with Capgemini Technology Services India Limited

#### 1. **CURRENT WORK LOCATION:**

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem

- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

## **2. DUTIES AND RESPONSIBILITIES:**

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

## **3. COMPENSATION:**

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

## **4. TRAINING:**

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

## **5. COVENANTS AND REPRESENTATIONS:**

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;
- b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;

- c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a.) you are legally permitted to reside and be employed in India;
- b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and



f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

## 6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;
- f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;

- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter;
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## **7. INTELLECTUAL PROPERTY:**

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights),

including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and

market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

## **8. CONFLICT OF INTEREST:**

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

## **9. RETIREMENT/TERMINATION:**

### **a.) Retirement**

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

### **b.) Notice Period/Termination**

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

## 10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

## 11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties.

This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

## CONSENT LETTER

### For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

- a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
- b) payroll processing agencies for processing my payroll (including reimbursement claims),
- c) law enforcement agencies,
- d) to comply with a judicial/quasi judicial order,
- e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
- f) insurance companies for the purpose of group insurance, personal accident insurance etc.
- g) service providers providing services for biometric access to office premises for monitoring attendance.
- h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

- a.) affiliates of the Company for administrative purposes and/or audit;
- b.) clients/prospects in relation to any staff augmentation assignments.

3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:  
Signature  
Date:



Ref No. - M-TECH-I/HR/JAN/2022/01

Date: 04<sup>th</sup> Jan 2022

Mr. Prathmesh Vilas Kamthe  
Aarohi Niwas, Trimurti Nagar,  
Chambali, Pune- 412301

**SUB: APPOINTMENT LETTER**

We are glad to offer you an Appointment as "Trainee Engineer" in our Kelawade division on the following terms and conditions with effect from 04<sup>th</sup> Jan 2022

1. **PROBATION PERIOD:** You will be on a probation period in the first instance for a period of 6 months from the date of your joining duties with us. On completion of the probation period, if your services are found satisfactory, then you will be given a Confirmation. Your salary will be revised after 1 year from the date of joining.
2. **SALARY:** Your monthly salary and the terms & Condition of the salary will be as per sheet A enclosed.
3. **RULES & REGULATIONS:** You shall be strictly governed by the Rules, Regulations and various Policies of the Company applied from time to time.
4. **DUTIES AND POSITION:** The Employee's duties may be reasonably modified at the Company's discretion from time to time. You will be required to attend duties as and when required at timing in any shift at present in existence or which may be started subsequently which we may nominate consistent with the requirement of organization. It should not be presumed that the scope of your duties is circumscribed or limited by your designation and it should be clearly understood that we reserve whatsoever consistent with the work requirements and the nature of your employment.
5. **TRANSFER:** During the tenure of your employment with the Company, you will be liable to be transferred to any dept., Section, Establishment of the Company or at any other place where the work of the Company is carried out. You shall also be liable to be transferred to such establishments, which may be newly established after your joining the Company. You will be covered by the rules and regulations and the terms and conditions applicable at the place where you shall be posted / transferred / deputed.
6. **EMPLOYEE TO DEVOTE FULL TIME TO THE COMPANY:** The Employee will devote full time, attention, and energies to the business of the Company, and, during this employment, will not engage in any other business activity, regardless of whether such activity is pursued for profit, gain, or other pecuniary advantage.

**Office :**

Plot No. P-1/2, Rajiv Gandhi Infotech Park, Phase - I,  
Hinjawadi, Pune - 411057. INDIA.  
Phone : +91-20-22934880, 9922968830  
Fax : +91-20-22933139  
E-mail : info@m-techindia.com  
Web : www.m-techindia.com  
CIN : U45402PN1992PLC065521



Member



Employee is not prohibited from making personal investments in any other businesses provided those investments do not require active involvement in the operation of said companies.

- 7 **MEDICAL FITNESS:** Throughout your continuance of services with the Company, you should be medically fit and free from any disease. It will be open for the Company to require you to undergo such medical test as may be determined and in the event, the Company finds it unsuitable for you to be continued on medical grounds, the decision of the Company in that case shall be final and your services will be liable to be terminated.
- 8 **CONFIDENTIALITY OF PROPRIETARY INFORMATION:** Employee agrees, during or after the term of this employment, not to reveal confidential information, or trade secrets to any person, firm, corporation, or entity. Should Employee reveal or threaten to reveal this information, the Company shall be entitled to an injunction restraining the Employee from disclosing same, or from rendering any services to any entity to whom said information has been or is threatened to be disclosed, the right to secure an injunction is not exclusive, and the Company may pursue any other remedies it has against the Employee for a breach or threatened breach of this condition, including the recovery of damages from the Employee.
- 9 **REIMBURSEMENT OF EXPENSES:** The Employee may incur reasonable expenses for furthering the Company's business, including expenses for entertainment, travel, and similar items. The Company shall reimburse Employee for all business expenses after the Employee presents an itemized account of expenditures, pursuant to Company policy.
- 10 **LEAVE:** You will be allowed leaves as per the current notification of the Company and as per the notification issued from time to time. You shall also fully abide by the travel and deputation rules as notified by the Company from time to time.
- 11 **CHARACTER BACKGROUND:** The letter of Appointment is being issued to you on the clear understanding that there is nothing on your past record which would have prevented the Management from offering you employment. If however, it is found at any time, hereinafter, that your past record is objectionable or if any declaration given by you or statement made by you to the Management is false or if you have willfully suppressed any material information, in such a case you will be liable to be terminated from the services of the Company forthwith without any notice.
- 12 **PRIOR NOTICE FOR EDUCATIONAL COURSE:** In the event you desire to take any educational course, it shall be binding on you to inform the Company regarding the same and to take a written prior consent from the Company before joining any educational course.

- 13 **NON DISCLOSURE OF THIRD PARTY IPR:** You will not, without the express written consent of the management of your previous employer, disclose or divulge any information regarding your previous employer, their proprietary information, confidential information or any form of intellectual property including but not limiting to trade secret and technical know-how. Our Company is not interested to know and does not need any such information, which does not source from a legal channel. You are thus put on notice to refrain from causing our Company any harm by committing any act mentioned in this clause.
- 14 **PROPERTY OF THE COMPANY:** You shall be responsible for safe keeping and return in good condition and order, the Company's property which may be in your use / custody / care or charge. The Company reserves the right to deduct money value of all such items from your emoluments and/or take such action as it deems proper in the event of your failure to account for them to the satisfaction of the Company.
- 15 **PROVIDENT FUND:** You will be covered for Employees Provident Fund and Miscellaneous Provision Act 1952.
- 16 **BONUS:** You will be entitled to bonus as per Payment of Bonus Act, 1965
- 17 **TERMINATION:** If the Employee is absent from work for any reason for a continuous period of over one month, the Company may terminate the Employee's employment, and the Company's obligations under this agreement will cease on that date. The management can also terminate your services without notice if your performance is found unsatisfactory during your probation / training period. If you decide to leave, then you need to give 1 Month notice to the company during your probation / training period. After Confirmation, if the Management decides to terminate your services or you decide to leave the employment, notice in writing is required & it is your responsibility to complete all the projects in hand or Two month pay in lieu of notice shall be given by either party. If the Company requests, the Employee will continue to perform his/her duties and may be paid his/her regular salary up to the date of termination.
- 18 **INSUBORDINATION:** The Employee shall maintain the decorum and vandy of the Company and would not indulge in any acts or omissions which would breach the discipline of the Company. Such acts or omissions will amount to insubordination which would demand strict action from the Management.
- 19 **NON COMPETE:** This Appointment is being offered to you on the express understanding that in the event you resign from the services or on superannuated from the services of the Company you shall not on your own start or conduct any business which is same or similar to the business of the Company for a period of 3 (three) years. You shall also not join any competitor operating in a similar business of the Company for any reason whatsoever. In the event the Company observes that you have done so the Company shall have the right to recover from you a sum of Rs.1, 00,000 (One Lakh) as damages towards breach of contract.

20 **ASSISTANCE IN LITIGATION:** Employee shall upon reasonable notice, furnish such information and proper assistance to the Company as it may reasonably require in connection with any litigation in which it is, or may become, a party either during or after employment.

21 **PATENT AND COPYRIGHT REGISTRATION:** Employee shall assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, trademarks or other intellectual property rights relating thereto in any and all countries, including, but not limited to, the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copyrights, patents, mask work rights or other intellectual property rights relating thereto. The Employee further agree that it is his obligation to execute or cause to be executed, any such instrument or papers, shall continue after the termination of this Agreement. If the Company is unable because of the mental or physical incapacity of the Employee or for any other reason to secure his/her signature to apply for or to pursue any application for any patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then the Employee hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as his/her agent and attorney in fact, to act for and in his/her behalf and stead to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by the Employee.

22 **SUPERANNUATION:** In view of the fact that you have mentioned your date of birth, shall be superannuated from the services of the Company on completion of 58 years of age.

23 **ARBITRATION:** Any claim or controversy that arises out of or relates to this agreement, or the breach of it, shall be settled by arbitration by a sole arbitrator.

FOR M-TECH INNOVATIONS LTD.

  
**ABHIJEET GALAVE**  
**HR EXECUTIVE**

  
**V. M. GANDHI**  
**MANAGING DIRECTOR**

I acknowledge, accept and agree that I am made fully and completely aware of the nature and terms of the employment agreement and I sign thereof.

Name : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Date : \_\_\_\_\_  
Place : \_\_\_\_\_



vijay sarode <vijay.sarode@ggsf.edu.in>

---

## Reply: Fwd: Regarding reporting of candidates for interview

---

**Devendra Kumar** <devendrakumar@c-bonetti.com>

Tue, Sep 28, 2021 at 2:52 PM

To: vijay sarode <vijay.sarode@ggsf.edu.in>

Cc: vishvesh kathe <vishvesh.kathe@ggsf.edu.in>, deepak welkar <deepak.welkar@ggsf.edu.in>, Madhukar Dube <madhukar.dube@ggsf.edu.in>, permindur singh <permindur.singh@ggsf.edu.in>, "Dr. Neelkanth G. Nikam" <neelkanth.nikam@ggsf.edu.in>

Dear sir

Priyanka has been selected, please get her registration on NATS (National Apprentice training scheme) portal and send me her registration number for further process.

[Quoted text hidden]

[Quoted text hidden]



NEEM Trainee Reg.No. : 561144

Date:- 23/Nov/2021

**NEEM TRAINEE CONTRACT LETTER**

To,  
**Rahul Dipak Ahire,**  
At Post-Brahmangaon, Tal-Satana, Dist-Nashik, Maharashtra - 423213

Dear Rahul,

With reference to your application with us for NEEM Trainee, we are pleased to engage you as "NEEM TRAINEE" in "BOSCH LIMITED., PUNE" subject to the following terms and conditions :

1. The Period of training shall be 12 months with start date 24/Nov/2021 and end date 23/Nov/2022.
2. You will be paid consolidated monthly stipend of Rs.22,000.00/-
3. It shall not be obligatory on the part of the Yashaswi as NEEM Facilitator to offer any employment to the apprentices on successful completion of period of training in his / her establishment nor shall it be obligatory on the part of the NEEM Trainee to accept any employment under the employer. As NEEM Trainee undergoing Training in an establishment you shall be a trainee and not a worker and as such the provisions of any law with respect to a labourer or work shall not apply to or in relation to you.
4. As NEEM Trainee you shall be liable to abide by the rules and regulations of NEEM in all matter of conduct discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your work during the period of the NEEM Training in a proforma prepared and approved by Yashaswi as NEEM Facilitator.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to the Yashaswi as NEEM Facilitator. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).
8. The Contract of Training can be terminated without compensation payment to the NEEM Trainee -
  - i. If you secure gainful employment (on production of copy of the appointment letter) and
  - ii. If you are unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of a Civil Surgeon/ surgeon attached to any Government Hospital).
  - iii. Absent from on the job training for more than 3 days without permission.
  - iv. Any kind of disciplinary issue
  - v. Any activity which is against the company where you are getting on the job training or against Yashaswi as NEEM facilitator.



9. The contract for On the Job Training can be terminated by giving one month notice or one month stipend pay in lieu of notice to the NEEM trainee with or without reason.
10. Continuance of payment of stipend shall depend on your satisfactory performance during the training period.
11. As per NEEM notification amendment dated 15th June 2017 vide clause no. 15.1 the stipend shall be paid at par with the prescribed minimum wages for unskilled category & 15.2 Remuneration / Stipend shall be paid as a single consolidated amount and such payment will not attract any statutory deductions or payments applicable to regular employees i.e. PF/ESI etc., since the NEEM contract assures training and does not constitute employment.
12. Yashaswi as NEEM Facilitator will formulate a "Training Program" for the training NEEM Trainee and shall make suitable arrangements for facilitating the same.
13. NEEM Trainee shall be imparted training according to normal hours of work of the department in the establishment to which he/she is attached for training.
14. The Stipend for a particular month shall be paid in time.
15. Monthly Training Assessment Charges : Rs.100/- monthly fees would be applicable for the Third Party Training Assessment as part of the training programme and the same shall be deducted from the monthly Stipend payable.

**For Yashaswi Academy for Skills,**



**Jayashree Sakpal**  
**Authorized Signatory**  
**Date:- 23/Nov/2021**

**ENDORSEMENT**

I hereby confirm acceptance of the above NEEM Contract letter, on the terms and conditions stipulated therein. I understand and agree that my signing this contract does not constitute employment by Yashaswi as NEEM Facilitator or any guarantee of employment. I also undertake that I am pursuing my studies and I was never member of Provident Fund.

**Accepted & Agreed**

**(Signature of Trainee)**  
**Date:-23/Nov/2021**



PRIVATE & CONFIDENTIAL

To,  
Mr Rahul K Gaidhani  
Juna Karkhana Road,  
Palashe, Nashik

Sub: Letter of Offer

Dear Mr Rahul,

With reference to your application and the subsequent interviews you had with us, we have the pleasure in offering you an appointment as **Graduate Engineer Trainee - GET** in our Company.

We expect you to join us on or before **01<sup>st</sup> September 2021** at 9.00 a.m. at our **Nagothane** Plant and contact undersigned for joining formalities / induction.

This is only an offer of appointment and a detailed appointment letter will be issued to you on joining. The offer letter entails you to join by the stipulated date. Any extension shall be approved in writing failing which the offer lapses on the stipulated date.

This offer is subject to satisfactory reference checks and medical fitness.

Your monthly remuneration would be as discussed and agreed. The break-up of the salary structure would be provided along with the appointment letter.

**Please submit self attested copies of Certificates in proof of your age (School Transfer/ leaving Certificate), education, experience, relieving letter of present & previous employment, monthly emoluments(SalarySlip),PAN details, Aadhar Card, cancelled cheque and 6 copies of passport size photographs at the time of joining.**

Please sign and return the duplicate copy of this letter as a token of your acceptance indicating the earliest date of your joining.

Thanking you,

Yours Sincerely,

for JINDAL SAW LIMITED

Dr S B Sinha.  
Sr. General Manager (HR &IR)





Date: 13/09/2022

**Ravindra**

## Offer Letter

With reference to the rounds of Interview you have had with us, we are pleased to offer you the position of **“Software Developer”** at our Corporate Office Noida, we trust that your knowledge, skills and experience will be among our most valuable assets.

Your Emoluments will be INR **3,84,000** /- CTC per annum. As discussed, you're joining us on **“3<sup>rd</sup> October 2022”**. You are requested to bring the following documents at the time of your joining.

- Original + Photocopy of Marksheets (10<sup>th</sup> + 12<sup>th</sup> + Graduation + Post Graduation).
- Original + Photocopy of Passing Certificates (10<sup>th</sup> + 12<sup>th</sup> + Graduation + Post Graduation).
- Photocopy of last salary slip/Bank statement (last 3 months) if applicable.
- Relieving letter.
- PAN Card copy.
- Passport copy/ Proof of ID/ Proof of residence.
- Proof of birth (birth certificate/ Xth certificate).
- 2 passport size photographs.

Please confirm your acceptance of this offer of employment by signing the duplicate copy of this letter. If we donot receive the signed letter or in electronic form confirming your acceptance of this offer within Two day from the date of this letter, this offer would stand withdrawn.

The organization reserves the right to conduct a Background/Education/Previous Employment/Police Verification check. In case there is any negative report against you which may be detrimental to the interest of the company or if the information furnished by you is not true, the company reserves theright to terminate your services forthwith on the grounds of “Misrepresentation of Facts”.

You shall be required to report for Joining Formalities latest by 9:00 AM on the mutually agreed upon date and location.

Congratulations and best wishes,

**For Pay Venue Technologies Pvt Ltd.**

**I hereby accept the offer**

**Priya Lahot**

Authorized Signature

Corp.off. Pay Venue Technologies Pvt. Ltd.

402,H-44, Sector 63, Noida

**Annexure**

Name: Ravindra

Date: 13<sup>th</sup> September , 22

Particulars	Monthly	Annually
Basic Salary	11,424	134,400
HRA	4,569	53760
Medical Allowances	3,000	36,000
Attire Allowances	5,000	60,000
Special Allowance	4,200	42,000
Project Allowance	3807	57840
<b>CTC</b>	<b>32,000</b>	<b>3,84,000</b>



vijay sarode <vijay.sarode@ggsf.edu.in>

---

## Details of Apprentice Engineers who have joined

---

**Lalit Kumar S. Devanhalli** <lks.devanhalli@bajajsons.com>  
To: vijay.sarode@ggsf.edu.in  
Cc: nskale@bajajsons.com, Sandeep Shinde <srshinde@bajajsons.com>

Wed, Feb 9, 2022 at 5:22 PM

Dear Sir,

We wish to inform you that the following two student of your college have joined us as Graduate Apprentice Engineers

1. Sagar Govind Gawali DOJ-03/02/2022
- 2.
3. Akshay Krishna Patil DOJ - 06/02/2022

There apprenticeship period will be for one year, The Stipend will be 15000/- per month .

Thanks & Regards

Lalitkumar Devanhalli

AGM HR-IR



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218554714/Mumbai**  
**Date: 11/11/2021**

Mr. Sameer Sanjay Bodke  
At- Songiri, Post- Bramhanwade, Tal.- SinnerRoad,  
Near Marathi School,  
Nashik-422102,  
Maharashtra.  
Tel# -9130732140

Dear Sameer Sanjay Bodke,

**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.

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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**  
**TCSL/DT20218554714**

1

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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



## **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 based on 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 / Xperience 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.

## **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.

TCS Confidential

TCSL/DT20218554714

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 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



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 recommended 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.

### **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 unauthorisedly 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**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **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, 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. 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**

<b>Name</b>	<b>Sameer Sanjay Bodke</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Guru Gobind Singh College Of Engineering And Research Centre, Nashik</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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 / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### 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.



vijay sarode <vijay.sarode@ggsf.edu.in>

---

## Fwd: Requirement of GET

---

**Sandeep Gadekar** <Sandeep.Gadekar@samsonite.com>  
To: vijay sarode <vijay.sarode@ggsf.edu.in>  
Cc: Madhukar Dube <madhukar.dube@ggsf.edu.in>

Wed, Jan 12, 2022 at 4:22 PM

Dear Sir,

Following candidates have joined us. Kindly send the scan copy of their Marksheet with passing required to upload on website of BOA.

1. Akash Thale
2. Aditya Knojia
3. Gayatri Bari

[Quoted text hidden]





**MSL DRIVELINE SYSTEMS LIMITED**

(Formerly known as Mahindra Sona Ltd)  
P.B No-8, Plot No.89/1A, MIDC, Satpur, Nashik  
Telephone 91-253-6610500 Fax. 91-253-6610504  
Email: [mslnsk@msldriveline.com](mailto:mslnsk@msldriveline.com)  
Website: [www.msldriveline.com](http://www.msldriveline.com)  
CIN No.U30007MH1994PLC08163

08<sup>th</sup> September 2021

**Mr. Sanket Kiran Patole.**  
**9, Madhughat Vyankatesh Hsg Soccity,**  
**Shivaji Nagar, Nashik.**

Dear Mr. Patole,

With reference to your application dated 08<sup>th</sup> September 2021 and the subsequent interview you had with us, we are pleased to inform you that you have been selected as a Graduate Apprentice under Apprentices (Amendment) Act 1973. In terms of the Apprenticeship Contract entered into dated 08<sup>th</sup> September 2021, your period of Apprenticeship shall be from 08<sup>th</sup> September 2021 to 07<sup>th</sup> September 2022 (both days inclusive).

During the said period of apprenticeship, you will be paid a total monthly stipend of Rs. 13500/- (Rupees Thirteen Thousand Five Hundred Rs. only) which is in excess of the stipend required to be paid under the said contract.

It is the essence of the apprenticeship contract that you shall not credit any employer - employee relationship between the Company and yourself. Consequently, no privity of contract of employment shall exist, whatsoever. At the tail end of your apprenticeship contract, the Company shall have no obligation to absorb you in its regular employment.

Subject to the above you have been taken as an Apprentice as foretasted.

Kindly acknowledge this letter and sign a copy thereof as a token of your acceptance of the above.

Thanking you,

Yours faithfully,

**For MSL Driveline Systems Limited**

**B.S.Patwardhan,**  
**Plant Head**

Regd/Corporate Office: Unit No.1506,B Wing,15<sup>th</sup> Floor, One BKC,Bandra-Kurla Complex,Bandra(East),Mumbai-400051,INDIA

Telephone: 022-67411604/607(Board) Fax: 022-67411608

CN112126794

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

1. Name and Registered Address of Establishment : VARROC ENGINEERING LTD. PLANT - VII (E05202701834)

with Telephone no. & E-mail address

L - 4, MIDC WALUJ, AURANGABAD,  
AURANGABAD Aurangabad, Maharashtra

: 0240-6648400

: amit.khadke@varroc.com



2. (a) Name of Apprentice (Block Letters) : SAQUIB ANWAR SHAIKH (A112153723)  
(b) Father's/Mother's /Spouse's Name : Masarrat Sahikh

3. Address of apprentice : Cidco, Nashik, Nashik, Maharashtra

4. Gender : Male

5. Date of Birth : 14-04-1999

6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : No  
(b) Name of the Category : General

7. Educational Qualification (Highest) : Graduate - BE

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

9. (a) Whether Basic Training is to be provided as part of Apprenticeship : No  
(b) If Basic Training is exempt - reason for exemption  
(i) Name of the Course : Graduate  
(ii) Duration of Training/Course : From 2017-06-08 00:00:00 To 2021-04-02 00:00:00  
(iii) Name of the Institute : Savitrivai Phule Pune University  
(iv) Name of the Sector Skill Council (if applicable) : N/A

10. Apprenticeship Training duration (Total) : 2724 Hours  
(a) Duration of Basic Training : N/A  
Period of Basic Training : N/A  
(b) Duration of On-the-Job Training : 2724 Hours  
Period of On-the-Job Training : From 18-11-2021 to 12-03-2023  
(c) Training Type : Sequential

11. Apprenticeship Training Location : VARROC ENGINEERING LTD, PLANT VII  
(a) Name and address of facility where Basic Training is to be provided : N/A  
(b) Name and address of the facility where On-the-Job Training is to be provided : VARROC ENGINEERING LTD. PLANT - VII  
VARROC ENGINEERING LTD, PLANT VII  
Aurangabad  
Maharashtra

12. (a) Date of execution of contract : 19-11-2021  
(b) Age of Apprentice on the date of execution of contract : 22 years, 7 months and 5 days

13. Is the establishment opting for benefits under NAPS\*? : Yes  
\*If yes, Annexure 2 to this contract will also be applicable.

14. Monthly stipend amount  
(a) During 1st year of training : 11800  
(b) During 2nd year of training : 12500

(c) During 3rd and 4th year of training : N/A

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice

15. (a) Name and Address of Guardian In case Apprentice is under 18 years of age (Minor) : N/A

(b) Relationship with the Apprentice : N/A

16. (a) Whether Apprentice was identified through approved Third Party Aggregator : Yes

(b) Name of TPA (if applicable) : ALLIED RESOURCE MANAGEMENT SERVICES INDIA PVT LTD

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

18. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time

19. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.

20. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).

21. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS),if applicable.



Signature of the Employer with seal



Signature of Apprentice

Signature of Guardian

FOR OFFICE USE ONLY

Contract Registration No. : CN112126794  
(To be given by the Office of the Apprenticeship Adviser)  
(Mandatory only for Registered Trades)

Signature of Registering Authority  
(Apprenticeship Advisor)  
(Registration required for Designation trade only)

## Annexure 1 Contract of Apprenticeship Training

Some provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are reproduced below for sake of convenience.

Both the Establishment and Apprentices have read and are bound by the provisions of the directions in have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992, which will apply to this Contract of Apprenticeship

1. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend shall, however, not be paid for the period for which an Apprentice remains on extraordinary leave.
2. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice compensation as determined by Apprenticeship Advisor.
3. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.

## Annexure -2 | Covenants and conditions specific to NAPs scheme

1. For availing benefit under NAPS scheme, the course under which apprenticeship training is being provided, should be NSQF aligned.
2. Assessment and Certification shall be done jointly by the establishment and SSC/ NCVT/ other bodies as notified from time to time under NAPS guidelines.
3. The Establishment warrants and confirms that they have studied, understood and agree to comply with the guidelines that are applicable to Establishments that are part of the NAPS scheme. These guidelines are published at (<https://www.apprenticeshipindia.gov.in>) and maybe updated from time to time.

# BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION)

(An Autonomous Body Under Ministry of Human Resource Development, Department of Higher Education, Government of India)

2nd Floor, Administrative Building, ATI Campus, V.N.Purav Marg, Sion, Mumbai - 400022

Phone No: 022 - 24055635 / 24053682 Fax No: 022-2405 5923 Email: placement.boatwr@gmail.com

Website: <http://www.mhrdnats.gov.in/>



## APPRENTICESHIP CONTRACT REGISTRATION FORM

### APPRENTICE INFORMATION

Name	Gender	Date of Birth	Age	
Sarvesh A Kulkarni	Male	09-Jan-2000	21	
Father / Mother Name	Enrollment Number	Caste	PWD	
Swapna Kulkarni	WMHG006210700890	OTHERS	NO	
Address for Communication		Mobile Number	Email Address	
Flat no 3 Adishakti CHS LTD, Kansai Section, Kansai Section Ambarnath, THANE MAHARASHTRA - 421501		9834438489	sarveshak9@gmail.com	

### EDUCATIONAL QUALIFICATION

Name of the Institution / College / University	Univ. Regn. Number / DOTE / DTE Regn. Number / +2 Regn	Month & Year of passing	Educational Qualification
GURU GOBIND SINGH COLLEGE OF ENGINEERING AND RESEARCH CENTRE, NASHIK.	71809121D	Jul-2021	Graduate in MECHANICAL ENGINEERING

### TRAINING DETAILS

Training start date	Period of Training	Stipend Rs. per month	The apprentice would be undergoing training under section 22 (1)
15-Sep-2021	12 Months	16000.0	
Contract Regn. No.	Approved On	Approved By	
NA	NA	NA	

### NAME AND ADDRESS OF THE EMPLOYER

EPIROC MINING INDIA LIMITED PRODUCT COMPNAY NASHIK - WMHNSP000011  
90, M.I.D.C. AREA, SATPUR, M.I.D.C., Nashik  
NASHIK, MAHARASHTRA - 422007

We, the Employer, Apprentice hereby declare that we have read the contents of the Apprenticeship Contracts as per the Apprenticeship Rules, 1962, as amended from time to time and agree to abide by all the provisions made thereunder. We also declare that all the provisions of the Apprentices Act, 1961, as amended from time to time including those relating to Registration and Termination of Contract are binding on us. However, we declare that the 50% stipendiary reimbursement for this contract shall not be claimed from the Government of India. According to the apprentice, it is inferred, that the apprentice has not undergone apprenticeship training elsewhere or had work. We will impart Apprenticeship training according to the approved training module/programme.

It is requested that the Registration Number may kindly be noted in your records and the claims for the reimbursement of Government share of stipend if any, may please be sent to this office once in a quarter along with Progress Report of the apprentices in the prescribed Form Apprenticeship -3.

### NOTE

This is system generated ACRF document. Agreeing to the terms and conditions in the workflow is as good as signing of physical contract form on mutual agreement between Student and Establishment. It has all legal binding and if mutual trust is breached.  
IP address of Establishment submitting this request: 172.31.3.24 IP address of student accepting this request: NA

## TERMS AND CONDITIONS OF THE CONTRACT OF APPRENTICESHIP FOR GRADUATE AND TECHNICIAN APPRENTICES

1. The period of training shall be one year (In the case of Sandwich students the period of the training shall be as stipulated in curriculum)
2. It shall not be obligatory on part of the employer to offer any employment to the apprentice on successfully completing the apprenticeship training in their establishment nor shall it be obligatory on part of the apprentice to accept an employment under the employer  

NOTE: If, however, there is a condition in the contract of apprenticeship that the apprentice shall after the successful completion of training serve the employer, the employer shall, on such completion be bound to offer suitable employment to the apprentice and the apprentice shall be bound to serve the employer in that capacity for such period and for such remuneration as may be specified in the contract subject to the approval of the Central Apprenticeship Adviser.
3. Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and not a worker and as such the provisions of any law with respect to labor shall not apply to or in relation to such apprentice
4. (i) The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and safety and carry all lawful order of the employer and superiors in the establishment  
ii) The apprentice shall learn his subject field conscientiously and diligently and attend to practical and instructional classes regularly  
iii) The apprentice shall maintain a record of his work during the period of apprenticeship training in a proforma approved by the apprenticeship advisor  
iv) Where the contract of apprenticeship is terminated for failure on the part of the apprentice of carry out terms of contract, the apprentice shall refund to the employer as cost of training such as amount as may be determined by the apprenticeship adviser. In such event, the apprentice shall not be entitled to enter into another contract of apprenticeship under the act with any other employer  
(v) The contract of apprentice can be terminated without compensation payable by the apprentice (a) If he/she secures gainful employment (on production of copy of the appointment order) and (b) If he/she is unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of civil surgeon)  
(vi) For breach of contract by the employer, the employer shall pay compensation to the apprentice an amount equivalent to his three months last drawn stipend  
(vii) Continuance of payment of stipend shall depend on the satisfactory performance of the apprentice during the period
5. (i) The employer shall make a suitable arrangement in his establishment for imparting a course of apprenticeship training to the apprentice in accordance with the provisions for the Act and Rules made there under and with the approval of the respective Regional Central Apprentice Adviser  
(ii) Every employer is required to formulate a "Training Programme" for the training of Graduate/Technician apprentices and get it approved by the respective Regional Central Apprentice Adviser  
(iii) The employer will arrange for suitable person to be placed in charge of training of apprentices as laid down
6. (i) A Graduate/Technician Apprentice shall work according to the normal hours of work of the department in the establishment to which they are attached for training. Leaves for apprentices will be guided by the training establishments leave policy.  
(ii) The stipend of a particular month shall be paid on or before the 10th of the following month
7. Please preserve copy of the ACRF and Certificate submitted by the candidate for future reference



**CONTRACT LETTER**

**TO ,**  
**MR.SHINKAR SAGAR BANDULAL**  
**A/P-RANA PRATAP CHOWK,CIDCO,NASHIK**


**DATE : 02.09.2021**

**Dear, MR. SHINKAR SAGAR BANDULAL**

We the Yuvashakti Foundation (YSF) are pleased to engage you as NEEM Trainee subject to the following terms and conditions:

1. The period of training shall be from start date **03.09.2021** end date **02.09.2024** and the same shall not be entitled for any further extension **ROTHERS ERDE INDIA PVT LTD (CRANKSHAFT DIVISION).GATE NO-392 & GATE NO-429 VILLAGE -WADIVARHE, POST-GONDE, TALUKA-IGATPURI,DIST- NASHIK-422403.**
2. It shall not be obligatory on the part of the Yuvashakti Foundation – YSF (NEEM Facilitator) or of the company to offer any employment to the apprentices on successful completion of period of training in his/her establishment not shall it be obligatory on the part of the NEEM Trainee to accept any employment under the employer. As NEEM Trainee undergoing Training in an establishment you shall be a trainee and not a worker and as such, the provisions of any law with respect to labourer or worker shall not apply to or in relation to you.
3. During your training with YSF and/or with the establishment where you would be deployed for training, none of the labour laws shall be applicable to you and you shall not claim benefits /protection under any of these laws as you would be a trainee/apprentice or a learner.
4. As NEEM Trainee you shall be liable to abide by the rules and regulations of NEEM in all matter of conduct, discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your on job training during the period of the NEEM Training in a proforma prepared and approved by Yuvashakti Foundation (NEEM Facilitator).
7. Either party may terminate this contract letter by issuing 30 days notice in writing to the other
8. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to the Yuvashakti Foundation (NEEM Facilitator) as cost of training such amount as may be determined by the Yuvashakti Foundation (NEEM Facilitator). In such event, you shall not be entitled to enter on another contract of training under the National Employability Enhancement Mission (NEEM).
9. The Contract of Training can be terminated without compensation payment to the NEEM Trainee.

Corporate Office: Block No. 66, 'C' Wing, Commercial Complex, Near RTO, Chinchwad, Pune - 411019. (MAH)  
Ph.: 020-27491415 | info@ysfpune.com | www.ysfpune.com



**Offer Letter**

Date: 9<sup>th</sup> July, 2021

To,

**Ms. Shreya Jagtap**

Flat no. 16, Suvarna Jayanti HSC. Soc,

Behind Vanadana Park,

Indira Nagar, Nashik – 422409.

**Sub: Letter of Offer for Employment**

We are pleased to offer you an appointment in our organization as Trainee Engineer with effect from 02<sup>nd</sup> Aug 2021. You will be based in our Kandivali -West office.

You will be paid gross emoluments as detailed below:

1. Remuneration:

- a) Your training period 1 Year
- b) Your stipend during training will be Rs. 25,000/-

2. Leave:

On confirmation you will be entitled to 30 days leave. During the course of training period you are entitled of 2 days monthly leave after completing successful work for 30 days.

3. Transfer:

The company may utilize your services in any section/division, office or establishment and /or related companies forming part of group, in any location worldwide. The remuneration or compensation will be discussed depending on the location at the time of transfer.

4. Other Matters:

a) You will not without obtaining prior written permission from the company carry any business or profession or any part-time assignment or publish any article or deliver any talk on any subject related to the activities you are either directly or indirectly engaged in for the company. You will devote entire attention to your duties to promote the interest of company.

b) Email facility provided by company is to be used exclusively for company's official business. The company have right to check the email sent and received.



**Vaxom Packaging Pvt. Ltd.**



Regd. Office :- 92-D Govt. Industrial Estate, Kandivali (W), Mumbai - 400 067, INDIA. Tel / Fax : 022 28600288 • www.axomatic.co.in

c) If for the any reason you wish to resign from the company's services, you may do so by giving 3 (three) months' notice in writing. Similarly company can at its discretion terminate your services by giving 3 (three) months' notice in writing.

d) If company send you for overseas training, than you are agreed to sign a 3(three) years bond.

e) Any change in the rules and regulations, policies and guidelines announced by the company from time to time and applicable to you will form a part of this contract of employment.

We welcome you as a member of Vaxom Packaging and hope that our association will be mutually rewarding.

**For Vaxom Packaging (P) Ltd.**  
For VAXOM PACKAGING PVT. LTD.

Authorized Signatory Director

**Shirish Vaidya**



CC: Mr. Madhukar Dube (Training & Placement Cell)

CC: Mr. Perminder Singh (Chief Executive Officer)



October 1, 2021

HRD/3T/1002477026/21-22

Mr. Shubham Chaudhari  
Shatri Nagar, Chalisgaon  
Shatri Nagar, Chalisgaon  
Chalisgaon-424101  
India

Ph: +91-9595284055

Dear Shubham,

Welcome to Infosys!

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

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

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

Warm regards,

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.10.01 13:31:55 IST  
Reason: Digitally Signed  
Location: Bangalore

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

October 1, 2021

HRD/1002477026/21-22

Mr. Shubham Chaudhari  
Shatri Nagar, Chalisgaon  
Shatri Nagar, Chalisgaon  
Chalisgaon-424101  
India

Ph: +91-9595284055

Dear Shubham,

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

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **11-Oct-2021**.

### **Location**

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

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

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

### **Training**

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

## **Probation and Confirmation**

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

## **Leave**

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

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

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

## **Agreement**

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

## **Compensation and Benefits**

### **Salary**

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

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

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

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

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

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

### **Notice Period**

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

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

### **Background Checks**

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

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

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

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

### **Other Terms and Conditions**

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



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

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

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

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

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

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

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

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



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

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

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

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

## Requirements for Trainees ( Diploma or BE Mechanical Engineering )

**Madhukar Dube** <madhukar.dube@ggsf.edu.in>  
To: vijay sarode <vijay.sarode@ggsf.edu.in>

Tue, Jul 13, 2021 at 11:11 AM

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

From: **HR Nashik** <hr.nsk@vipbags.com>

Date: Tue, Jul 13, 2021, 11:03 AM

Subject: Re: Requirements for Trainees ( Diploma or BE Mechanical Engineering )

To: Training & Placement GCOERC <tpo.gcoerc@ggsf.edu.in>

Cc: Dr. Neelkanth G. Nikam <neelkanth.nikam@ggsf.edu.in>, <madhukar.dube@ggsf.edu.in>, chandrashekhar mohod <chandrashekhar.mohod@ggsf.edu.in>, Sanjay Dulgaj <sanjay.dulgaj@vipbags.com>

Dear Sir,

Thanks & sorry for the inconvenience

We are glad to inform you that we recruited five candidates in Quality Assurance department.  
details are as below:

1. Suraj Pandharinath Kolhe
2. Kaustubh Mahesh Shirsath
3. Vaibhav Bhagwat Pendhare
4. Shubham Shamrao Dugaje
5. Yuvraj Kishor Chaudhari

--

Best Regards,

Suraj R Jagtap

### VIP INDUSTRIES LIMITED

78-A, MIDC Estate, Satpur, Nashik - 422007

Board: +91-253-2406739 | Ext.739 | Mobile:7030751806.

Visit us @ [vipbags.com](http://vipbags.com)

Save a tree...please don't print this e-mail unless you really need | Always recycle

On Thu, May 27, 2021 at 5:25 PM Training & Placement GCOERC <tpo.gcoerc@ggsf.edu.in> wrote:

Dear Sir,

Please find attached resume of willing and eligible candidates of Mechanical Engineering department. There are few female candidates who would like to work with your organization. You are requested to kindly consider them if they are suitable for your job profile.

Requesting you to go through the attached resumes.

 [Ajay Sutar.pdf](#)

 [Akansha Porje.pdf](#)

 [Akash Thale.pdf](#)

 [Atharva Mokalkar.pdf](#)

 [Chetan goud.pdf](#)

 [Gayatri Bari.pdf](#)

 [Himanshu Kulkarni.pdf](#)

 Kaif Maniyar.pdf

 Kaustubh Shirsath RESUME.pdf

 Kazi Sufiyan RESUME.docx

 Mohit Jangra.pdf

 Nitin Patil.pdf

 Nitin Shimpi .pdf

 Pinjari Shaikh.pdf

 Pooja Birari.pdf

 Ritesh Ahire.pdf

 Sagar Shinkar.pdf

 Saif Shaikh.pdf

 Shaikh Saif Yunus.pdf

 Shreya Jagtap.pdf

 Shubhan Dugaje.pdf

 Suraj Kolhe resume.pdf

 Swati Sabale Resume.pdf

 Vaibhav Pendhare Resume.pdf

 Vikas Bodke.pdf

 Yuvraj Chaudhari.pdf

resume.

[Quoted text hidden]

--

Thanking you,

Yours Truly,

**Vijay B. Sarode**, ME( Machine Design), BE(Mechanical)  
Assistant Professor, Department of Mechanical Engineering  
Training & Placement Officer,



Guru Gobind Singh Foundation's

**Guru Gobind Singh College of Engineering and Research Centre**

(DTE Code-5418)

Khlasa Educational Complex, Guru Gobind Singhji Marg,  
Wadala-Pathardi Road, Indira Nagar Annexe,  
Nashik - 422009. (Maharashtra) INDIA.

Tel : 0253 - 2372766, 2372666, 7768004581/82 Fax; 0253 - 2372666

Mob.: 9922081518/9028160711

EMail: [tpo.gcoerc@ggsf.edu.in](mailto:tpo.gcoerc@ggsf.edu.in), [vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in)

Website: [www.ggsf.edu.in](http://www.ggsf.edu.in)

Please consider the environment before printing this email! Every 3000 A4 paper costs one tree. Please do not print unless you really need it."

**Go Green!!**

↔ Switch off as you go | ♻️ Recycle always |





vijay sarode &lt;vijay.sarode@ggsf.edu.in&gt;

---

**RE: {Spam?} Re: Spreadsheet shared with you: "Untitled form (Responses)"**

---

**Manoj Ghuge** <ghuge.manoj@dhoottransmission.com>

Mon, Aug 23, 2021 at 11:10 AM

To: vijay sarode &lt;vijay.sarode@ggsf.edu.in&gt;

Cc: Hema Rodye &lt;hema.rodye@dhoottransmission.com&gt;, Madhukar Dube &lt;madhukar.dube@ggsf.edu.in&gt;, "Dr. Neelkanth G. Nikam" &lt;neelkanth.nikam@ggsf.edu.in&gt;, nikhil.mate@ggsf.edu.in, Pritam kudale &lt;pritam.kudale@ggsf.edu.in&gt;, Ravindra Shinde &lt;shinde@dhoottransmission.com&gt;, vishvesh kathe &lt;vishvesh.kathe@ggsf.edu.in&gt;

Dear Sir,

We have finalized the name of 17 candidates out of 26 as listed below. Kindly confirm their date of joining asap. If they need any assistance for searching the accommodation facility and transportation related doubts then share.

Sr.No	Name of Employee
1	Kunal Tokare
2	Harshad More
3	Shubhangi Mahajan
4	Amit Chaudhari
5	Sanket Jadhav
6	Kapil More



7	Rahul Ahire.
8	Himanshu Kulkarni
9	Ashish Vyavahare
10	Pooja Kukade
11	Krantish Wankhede
12	Shubhangi Mahajan
13	Chetan Kaloge
14	Sanket Jadhav
15	Harshada Desale
16	Shraddha Baban Said
17	Shubham Waghchaure

Regards,

Manoj Ghuge

---

**From:** vijay sarode [mailto:[vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in)]

**Sent:** 11 August 2021 17:45

**To:** Manoj Ghuge

**Cc:** Hema Rodye; Madhukar Dube; Dr. Neelkanth G. Nikam; [nikhil.mate@ggsf.edu.in](mailto:nikhil.mate@ggsf.edu.in); Pritam kudale; Ravindra Shinde; vishvesh kathe

**Subject:** {Spam?} Re: Spreadsheet shared with you: "Untitled form (Responses)"

Dear Sir

Thank you very much for the shortlisting from your side.

Yes we can plan it on 21st August 2021 at 11.00 am.

We will be highly obliged if HR department convey all the students through mail about interview schedule along with the online meet link so that only listed candidates can join the online interview processes.

Awaiting for your reply.

On Wed, 11 Aug 2021, 4:05 pm Manoj Ghuge, <[ghuge.manoj@dhoottransmission.com](mailto:ghuge.manoj@dhoottransmission.com)> wrote:

Dear Sir,

We have shortlisted all the candidate for virtual interview and will schedule it on Wednesday 18/08/2021 , 11:00 AM -1:00 PM.

Before starting to the interview, we will brief them about company overview and history, portfolio, job description and compensation structure.

Kindly give your acceptance for the same so we can arrange it accordingly.

Regards,

Manoj Ghuge

---

**From:** vijay sarode (via Google Sheets) [mailto:[drive-shares-dm-noreply@google.com](mailto:drive-shares-dm-noreply@google.com)]

**Sent:** 10 August 2021 12:29

**To:** [ghuge.manoj@dhoottransmission.com](mailto:ghuge.manoj@dhoottransmission.com)

**Cc:** [hema.rodye@dhoottransmission.com](mailto:hema.rodye@dhoottransmission.com); [madhukar.dube@ggsf.edu.in](mailto:madhukar.dube@ggsf.edu.in); [neelkanth.nikam@ggsf.edu.in](mailto:neelkanth.nikam@ggsf.edu.in); [nikhil.mate@ggsf.edu.in](mailto:nikhil.mate@ggsf.edu.in); [pritam.kudale@ggsf.edu.in](mailto:pritam.kudale@ggsf.edu.in);

[shinde@dhoottransmission.com](mailto:shinde@dhoottransmission.com); [vishvesh.kathe@ggsf.edu.in](mailto:vishvesh.kathe@ggsf.edu.in)

**Subject:** {Spam?} Spreadsheet shared with you: "Untitled form (Responses)"

## [vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in) shared a spreadsheet



[vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in) added you as an editor. Verify your email to securely make edits to this spreadsheet. You will need to verify your email every 7 days. [Learn more](#).



Dear Sir,


Greetings from GCOERC!!!!

In context to your previous mail regarding campus drive, I am sharing herewith list of Mechanical & Electrical Engineering candidates of 2020-21 pass out batch. There are total 57 candidates from both the disciplines out of that 40 from Mechanical Engineering and 17 from Electrical Engineering.

You are requested to go through the attached google sheet which comprises of their personal details , resume and tentative date joining if selected.

You are requested to inform us schedule of online interview process.

Awaiting your reply.

 [Untitled form \(Responses\)](#)

 Rounded Rectangle: OpenOpen

Use is subject to the Google [Privacy Policy](#)

Google LLC, [1600 Amphitheatre Parkway, Mountain View, CA 94043, USA](#)

You have received this email because [vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in) shared a spreadsheet with you from Google Sheets.

[Delete visitor session](#)

Google Workspace

**DISCLAIMER:**

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Dhoot Transmission. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

Please contact the sender if you believe you have received this email in error.

Dhoot Transmission and / or its group companies prohibit and may take steps to prevent their information systems from being used to view,

store or forward offensive or discriminatory material.

Please ensure you have adequate virus protection before you open or detach any documents from this transmission. Dhoot Transmission and / or its group companies do not accept any liability for viruses.

**DISCLAIMER:**

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of

2/11/22, 6:46 PM

Guru Gobind Singh Foundation Mail - RE: {Spam?} Re: Spreadsheet shared with you: "Untitled form (Responses)"

Dhoot Transmission. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

Please contact the sender if you believe you have received this email in error.

Dhoot Transmission and / or its group companies prohibit and may take steps to prevent their information systems from being used to view,

store or forward offensive or discriminatory material.

Please ensure you have adequate virus protection before you open or detach any documents from this transmission. Dhoot Transmission and / or its group companies do not accept any liability for viruses.

## Internship Letter

To,

**Shubhankar Gayal**  
**Pune**

Dear Shubhankar,

We are pleased to offer you an opportunity to do your internship with Datafortune Software Solutions Pvt. Ltd. Below are the details of this offer.

### **1) Position, Date of Joining and Tenure:**

Your date of joining will be **09<sup>th</sup> August 2021**. You will be working as an 'Software Engineer -Intern' in our Pune office and will be reporting to your 'Team Lead/Project Manager'. The tenure of your internship will be 6 months from **09<sup>th</sup> August 2021** provided your performance is found to be satisfactory during the regular evaluations.

### **2) Stipend and Other benefits:**

You will be paid a stipend of Rs.10, 000/- per month from your joining date. As an 'Software Engineer - Intern', you will not receive any of the employee benefits that regular employee receives, including, but not limited to Insurance, paid holidays, sick leaves.

On successful completion of 3 months of internship, your performance will be evaluated and based on the results, we will either terminate your internship or increase your stipend to Rs.20,000/- per month for the remaining tenure of your internship.

### **3) Resignation and Termination:**

The tenure of your internship will be 6 months from the start date. However, the company may terminate your internship at any time, with or without cause and with or without notice. If you wish to resign from the services of the company, you are required to give Three (3) months of notice period or salary in lieu, therefore. Release during notice period will be at your manager's discretion.

### **4) Confidentiality and Adherence:**

During your internship, you may have access to trade secrets and confidential business information belonging to the company. By accepting this offer of internship, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purpose or from disclosing it to anyone outside the company.

### **5) Working Hours and weekly off:**

Your working hours will be 11:30 am to 08:30 pm (Monday to Friday). However, you will be required to work for such hours as necessary for the proper discharge of your duties to the Company. Besides Saturday and Sundays,

**DATAFORTUNE SOFTWARE SOLUTIONS PVT. LTD.**

403, Level-4, Pentagon-P3, Magarpatta City, Hadapsar, Pune-411028. Phone: 020-26898711  
Registered office: Plot No 34B, HUDA Heights, 1st Floor, Near Lotus Pond, Road No.12, Banjara Hills,  
Hyderabad - 500034, Andhra Pradesh, INDIA.

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

any public holidays observed by and notified by the Company shall be a holiday, but you might also have to work on rotational weekly off basis and will be asked to take a weekly off on some other workday. You will observe the working hours, holidays and leave rules as per the service rules applicable to your category of employees.

**6) Other Terms and Conditions:**

Your work in the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters. In addition to it, all such other rules and regulations as may be in operation at the time of your accepting the offer with the Company and as may be amended or altered from time to time at the discretion of the Company, will also apply to you and such amendment/s or alteration/s shall override this letter to that extent.

Your performance will be reviewed two weeks before the completion your internship. If the company finds it to be satisfactory, you will be taken on-board Datafortune Software Solutions Pvt. Ltd. as a 'Software Engineer.

We are confident that your internship with the Company will prove mutually beneficial and rewarding, and we look forward to having you join us.

Yours sincerely,

For **Datafortune Software Solutions Pvt. Ltd**

**Zafar Modak**  
**HR Manager**

I have read and understood thoroughly the rules of employment and the above terms of this offer, and I agree to accept the terms and conditions mentioned in the above letter. I hereby confirm having received my original copy of the Internship Offer Letter.

Date: 10/08/2021

Signature: 

Place: Pune

Name: **Shubhankar Prasad Gayal**

January 5, 2022

HRD/3T/1002901202/21-22

Mr. Shubhamkar Sadgule  
N 41 ACD 10/2  
Aanand Nagar Pawan Nagar  
Nashik-422009  
India

Ph: +91-9403130281

Dear Shubhamkar,

Welcome to Infosys!

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

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

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

Warm regards,

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.01.05 23:37:38 IST  
Reason: Digitally Signed  
Location: Bangalore

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



January 5, 2022

HRD/1002901202/21-22

Mr. Shubhamkar Sadgule  
N 41 ACD 10/2  
Aanand Nagar Pawan Nagar  
Nashik-422009  
India

Ph: +91-9403130281

Dear Shubhamkar,

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

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **13-Jan-2022**.

### **Location**

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

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

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

### **Training**

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

## **Probation and Confirmation**

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

## **Leave**

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

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

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

## **Agreement**

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

## **Compensation and Benefits**

### **Salary**

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

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

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

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

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

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

### **Notice Period**

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

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

### **Background Checks**

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

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

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

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

### **Other Terms and Conditions**

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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



**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date:05-Nov-2021**

**Shweta Shashikant Bhamare  
C10316157**

**N-53 / SF- 4 / 37- 3, Near Seva Medical, Uttamnagar, 5th Scheme Cidco , Nashik - 422009.**

**7720999124**

Dear **Shweta Shashikant Bhamare,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group- Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA and above in the current degree as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 3.0 (Oct 2021)

1

Candidate's Signature

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take the first dose of the vaccine before onboarding and be prepared to take the second dose within 90 days from the date of onboarding. Please note that compliance with these provisions is a condition precedent for this offer or your continued employment with the Company post onboarding.

Pre-Onboard Learning Module: To provide our new joiners with a unique learning experience, Accenture has designed a special online learning module called - Technology Fundamentals Online Learning Program (Hereinafter referred to as "program"). This program further provide details about the training opportunities and terms of training/assessments that were shared with you in your Letter of Intent. To ensure that you have ample time to learn at your own pace, and prepare for the ensuing assessments, you will have complete access to the program for 45 days from the date you receive the training link.

Details of the program and assessment are as below:

- The program is hosted on a virtual platform that you can access from anywhere and it will provide you with all the information and trainings that you need to begin your career at Accenture.
- After going through all the learning modules, you will be required to go through Technology Fundamentals Assessments based on what you have learned in the program.
- On successfully completing the program within 45 days and clearing the program assessments in your first attempt, you will be eligible to receive a learning Incentive of INR 10,000.
- In case you fail to clear the assessments in your first attempt, or do not complete the program within 45 days from the receipt of the training link, you will not be eligible for any learning incentive.
- To clear the assessments, you will need to score a minimum of 60% marks in each assessment test. In case are not able to score the required 60% in your first attempt, you will get two additional attempts where you will need to score a minimum of 60% marks to successfully clear the assessments.

- During each re-attempt, reasonable help, guidance and appropriate refresher training sessions will be provided to you. Your employment with Accenture is subject to you successfully completing the program assessments mentioned above. In case you are not able to clear the program assessments in three attempts, your offer will stand revoked.

After successful completion of the aforementioned assessments, and after joining the Company, you will need to undergo further training program(s), with specified timeframes, for the specific skill-set assigned to you. Periodic tests will be conducted throughout this training program and you are expected to clear all of them. You will need to score a minimum of 60% marks in each of these tests to clear the Accenture-specific training program. If you are unable to score 60% in your first attempt, you will get two more opportunities to take the test and score the required passing percentage. Your employment with Accenture is subject to you successfully completing the Accenture-specific training program. If you are unable to clear the Accenture-specific training program tests in three attempts, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure (II) along with the signed copy of this offer letter and Terms of Employment.

After accepting this offer, we encourage you visit Countdown to the Company (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history - as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/candidate>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

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

Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Center, India

[ *Insert full legal name* ]

## ANNEXURE 1

### COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

<b>Total Cash Compensation Elements</b>	
	<b>Annual (INR)</b>
<b>(A) Annual Fixed Compensation</b>	383000
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32500
<b>Maximum Annual Total earning potential (A+B)</b>	415500
<b>Joining Bonus (Refer to the Section C)</b>	25,000
<b>(D) Additional Benefits</b>	
<b>Gratuity as per law<sup>#</sup></b>	9,500
<b>Insurance Premium(notional value)</b>	
<b>Total Cash Compensation + Total Additional Benefits (A+B+C+D)</b>	450000

#### (A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

#### (B) Local Variable Bonus (LVB)

• As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

You are also eligible for a joining bonus and an additional bonus as per the terms mentioned below.

- Joining Bonus: of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

**Note: For International Worker Only\***

- As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\* As defined by applicable law from time to time.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the Company.
  - a. You have the option of availing Accenture negotiated rates to cover your parents, parent's in-law & any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claims for self, spouse and 2 dependent children
    - 20% of such claims for parents, parent's in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000

In addition to the above, you will also be eligible for the following benefits:

1. Gratuity amount is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

**From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

## **ANNEXURE II**

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.  
Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.





vijay sarode &lt;vijay.sarode@ggsf.edu.in&gt;

## list of Candidates and joining status

Sanjay Dulgaj <sanjay.dulgaj@vipbags.com>  
To: "Vijay.sarode" <vijay.sarode@ggsf.edu.in>

Wed, Dec 22, 2021 at 2:46 PM

Sr. No.	Name	Qualification	Interview Date	College	Selected/Not Selected	Joined
1	Sonali Sudam Waghchaure	BE Mechanical	29.11.2021	Guru Govind Singh College,Nashik	Selected	Joined(01.12.2021)
2	Bhushan Y Birla	BE Mechanical	30.11.2021	KBT College,Nashik	Selected	Joined(01.12.2021)
3	Shubham Abaji Gite	BE Mechanical	30.11.2021	KBT College,Nashik	Selected	Joined(01.12.2021)
4	Snehal Madhukar Rane	BE Mechanical	01.12.2021	Guru Govind Singh College,Nashik	Selected	Joined(02.12.2021)
5	Mayur Appasaheb Ghoderao	BE Mechanical	01.12.2021	Sandip Foundation	Selected	Joined(02.12.2021)
6	Sumit Chitte	BE Mechanical	01.12.2021	Anantrao Pawar College & Research	Selected	Joined(02.12.2021)(Sinnar Location)
7	Shital Bhaurao Sargad	Bsc Math	02.12.2021	Panchavati College	Selected	Joined(03.12.2021)
8	Sapna Ramchandra Shirsath	BE Mechanical	29.11.2021	Guru Govind Singh College,Nashik	Selected	Joined(30.11.2021)
9	Narendra M Wadghule	BE Mechanical	29.11.2021	Pune University	Selected	Joined(30.11.2021)
10	Vaishnavi Krishna Nile	Diploma Mechanical	29.11.2021	Gokhale Education	Selected	Joined(30.11.2021)

--  
With regards,

**Sanjay Prakash Dulgaj**

HR & Admn; email id: [sanjay.dulgaj@vipbags.com](mailto:sanjay.dulgaj@vipbags.com); Mobile No: 9730074556

**VIP Industries Limited**

78-A, MIDC Estate, Satpur, Nashik - 422007

Phone: +91 253 2406700 Fax: +91 253 2350756

Website: [vipbags.com](http://vipbags.com)



vijay sarode &lt;vijay.sarode@ggsf.edu.in&gt;

## list of Candidates and joining status

Sanjay Dulgaj <sanjay.dulgaj@vipbags.com>  
To: "Vijay.sarode" <vijay.sarode@ggsf.edu.in>

Wed, Dec 22, 2021 at 2:46 PM

Sr. No.	Name	Qualification	Interview Date	College	Selected/Not Selected	Joined
1	Sonali Sudam Waghchaure	BE Mechanical	29.11.2021	Guru Govind Singh College,Nashik	Selected	Joined(01.12.2021)
2	Bhushan Y Birla	BE Mechanical	30.11.2021	KBT College,Nashik	Selected	Joined(01.12.2021)
3	Shubham Abaji Gite	BE Mechanical	30.11.2021	KBT College,Nashik	Selected	Joined(01.12.2021)
4	Snehal Madhukar Rane	BE Mechanical	01.12.2021	Guru Govind Singh College,Nashik	Selected	Joined(02.12.2021)
5	Mayur Appasaheb Ghoderao	BE Mechanical	01.12.2021	Sandip Foundation	Selected	Joined(02.12.2021)
6	Sumit Chitte	BE Mechanical	01.12.2021	Anantrao Pawar College & Research	Selected	Joined(02.12.2021)(Sinnar Location)
7	Shital Bhaurao Sargad	Bsc Math	02.12.2021	Panchavati College	Selected	Joined(03.12.2021)
8	Sapna Ramchandra Shirsath	BE Mechanical	29.11.2021	Guru Govind Singh College,Nashik	Selected	Joined(30.11.2021)
9	Narendra M Wadghule	BE Mechanical	29.11.2021	Pune University	Selected	Joined(30.11.2021)
10	Vaishnavi Krishna Nile	Diploma Mechanical	29.11.2021	Gokhale Education	Selected	Joined(30.11.2021)

--  
With regards,

**Sanjay Prakash Dulgaj**

HR & Admn; email id: [sanjay.dulgaj@vipbags.com](mailto:sanjay.dulgaj@vipbags.com); Mobile No: 9730074556

**VIP Industries Limited**

78-A, MIDC Estate, Satpur, Nashik - 422007

Phone: +91 253 2406700 Fax: +91 253 2350756

Website: [vipbags.com](http://vipbags.com)

April 1, 2022

HRD/3T/1003329803/22-23

Mr. Tejas Sanjay Shinde  
Loni Vyankanath  
Tal- Shrigonda District  
Ahemadnagar-413702  
India

Ph: +91-9921640627

Dear Tejas,

Welcome to Infosys!

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

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

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

Warm regards,

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.04.01 11:32:14 IST  
Reason: Digitally Signed  
Location: Bangalore

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

April 1, 2022

HRD/1003329803/22-23

Mr. Tejas Sanjay Shinde  
Loni Vyankanath  
Tal- Shrigonda District  
Ahemadnagar-413702  
India

Ph: +91-9921640627

Dear Tejas,

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

Here are the terms and conditions of our offer:

### **Definition**

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

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

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

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

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

### **Joining**

Your scheduled date of joining the employment of the Company will be **14-Apr-2022**.

### **Location**

Your location for employment is **MYSORE, India** .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

## **Training**

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

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

## **Terms and Conditions during Training**

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

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

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

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

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

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

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

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

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

### **Probation and Confirmation**

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

### **Leave**

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

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

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

### **Increments and Promotions**

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

### **Transfer**

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

## **Compensation and Benefits**

### **Salary**

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

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

### **Performance- linked Incentive**

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

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

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

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

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

### **Passport & Driving License**

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

### **Notice Period**

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

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



## Background Checks

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

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

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

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

## Other Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

Yours sincerely,

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

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

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

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

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.04.01 11:32:14 IST  
Reason: Digitally Signed  
Location: Bangalore

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20229793397/Kolkata**  
**Date: 16/07/2022**

Mr. Tushar Namdeo Dheple  
Plot No36 Jai Bhawani Nagar Sillod,  
Near National Marathi High School,  
Sillod-431112,  
Maharashtra.  
Tel# -

Dear Tushar Namdeo Dheple,

**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.

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/ TCS Xperience (detailed under Terms & 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.

**TCS Confidential**  
**TCSL/DT20229793397**

1

**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



## **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 based on 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 / Xperience 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.

## **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.

TCS Confidential

TCSL/DT20229793397

**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





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 recommended 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.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve

**TCS Confidential**

**TCSL/DT20229793397**

**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](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



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**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **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, 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. 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**

<b>Name</b>	<b>Tushar Namdeo Dheple</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Guru Gobind Singh College Of Engineering And Research Centre, Nashik</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

# 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 / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience 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.

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> 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><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> 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><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### 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.

Letter of Deputation

To,

MR: JADHAV VAIBHAV KISHOR  
FLAT NO. 08, DEEP MANDIR SOC,  
NEAR TULSI EYR HOSPITAL, DWARKA NASHIK.

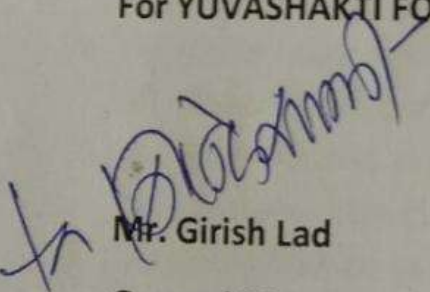
Dear, MR: JADHAV VAIBHAV KISHOR

This is to reference to your registration as NEEM Trainee (Trainee No.....)  
under NATIONAL EMPLOYABILITY ENHANCEMENT MISSION (NEEM ) with YUVA  
SHAKTI FOUNDATION (YSF) as a part of On Job Training you are MSS INDIA PVT  
LTD. H-8, MIDC AMBAD, NASHIK.

The Period of training will be 3 Year from 13/05/2021 TO 12/05/2022

During the period of Training you will be abide by the "Terms & Conditions" of  
Trainings as agreed by you. Also you will not entitle to claim any Employee- Employer  
relationship with the company where you are deputed & follow all company rules &  
regulation.

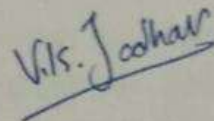
For YUVASHAKTI FOUNDATION

  
Mr. Girish Lad

General Manager

Received

MR: JADHAV VAIBHAV KISHOR

  
Vts. Jadhav

## Requirements for Trainees ( Diploma or BE Mechanical Engineering )

**Madhukar Dube** <madhukar.dube@ggsf.edu.in>  
To: vijay sarode <vijay.sarode@ggsf.edu.in>

Tue, Jul 13, 2021 at 11:11 AM

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

From: **HR Nashik** <hr.nsk@vipbags.com>

Date: Tue, Jul 13, 2021, 11:03 AM

Subject: Re: Requirements for Trainees ( Diploma or BE Mechanical Engineering )

To: Training & Placement GCOERC <tpo.gcoerc@ggsf.edu.in>

Cc: Dr. Neelkanth G. Nikam <neelkanth.nikam@ggsf.edu.in>, <madhukar.dube@ggsf.edu.in>, chandrashekhar mohod <chandrashekhar.mohod@ggsf.edu.in>, Sanjay Dulgaj <sanjay.dulgaj@vipbags.com>

Dear Sir,

Thanks & sorry for the inconvenience

We are glad to inform you that we recruited five candidates in Quality Assurance department.  
details are as below:

1. Suraj Pandharinath Kolhe
2. Kaustubh Mahesh Shirsath
3. Vaibhav Bhagwat Pendhare
4. Shubham Shamrao Dugaje
5. Yuvraj Kishor Chaudhari

--

Best Regards,

Suraj R Jagtap

### VIP INDUSTRIES LIMITED

78-A, MIDC Estate, Satpur, Nashik - 422007

Board: +91-253-2406739 | Ext.739 | Mobile:7030751806.

Visit us @ [vipbags.com](http://vipbags.com)

Save a tree...please don't print this e-mail unless you really need | Always recycle

On Thu, May 27, 2021 at 5:25 PM Training & Placement GCOERC <tpo.gcoerc@ggsf.edu.in> wrote:

Dear Sir,

Please find attached resume of willing and eligible candidates of Mechanical Engineering department. There are few female candidates who would like to work with your organization. You are requested to kindly consider them if they are suitable for your job profile.

Requesting you to go through the attached resumes.

 [Ajay Sutar.pdf](#)

 [Akansha Porje.pdf](#)

 [Akash Thale.pdf](#)

 [Atharva Mokalkar.pdf](#)

 [Chetan goud.pdf](#)

 [Gayatri Bari.pdf](#)

 [Himanshu Kulkarni.pdf](#)

 [Kaif Maniyar.pdf](#)

 [Kaustubh Shirsath RESUME.pdf](#)

 [Kazi Sufiyan RESUME.docx](#)

 [Mohit Jangra.pdf](#)


 [Nitin Patil.pdf](#)

 [Nitin Shimpi .pdf](#)

 [Pinjari Shaikh.pdf](#)

 [Pooja Birari.pdf](#)

 [Ritesh Ahire.pdf](#)

 [Sagar Shinkar.pdf](#)

 [Saif Shaikh.pdf](#)

 [Shaikh Saif Yunus.pdf](#)

 [Shreya Jagtap.pdf](#)

 [Shubhan Dugaje.pdf](#)

 [Suraj Kolhe resume.pdf](#)

 [Swati Sabale Resume.pdf](#)

 [Vaibhav Pendhare Resume.pdf](#)

 [Vikas Bodke.pdf](#)

 [Yuvraj Chaudhari.pdf](#)

resume.

[Quoted text hidden]

--

Thanking you,

Yours Truly,

**Vijay B. Sarode**, ME( Machine Design), BE(Mechanical)  
Assistant Professor, Department of Mechanical Engineering  
Training & Placement Officer,



Guru Gobind Singh Foundation's

**[Guru Gobind Singh College of Engineering and Research Centre](#)**

(DTE Code-5418)

Khlasa Educational Complex, Guru Gobind Singhji Marg,  
Wadala-Pathardi Road, Indira Nagar Annexe,  
Nashik - 422009. (Maharashtra) INDIA.

Tel : 0253 - 2372766, 2372666, 7768004581/82 Fax; 0253 - 2372666

Mob.: 9922081518/9028160711

EMail: [tpo.gcoerc@ggsf.edu.in](mailto:tpo.gcoerc@ggsf.edu.in), [vijay.sarode@ggsf.edu.in](mailto:vijay.sarode@ggsf.edu.in)

Website: [www.ggsf.edu.in](http://www.ggsf.edu.in)

Please consider the environment before printing this email! Every 3000 A4 paper costs one tree. Please do not print unless you really need it."

**Go Green!!**

↔ Switch off as you go | ♻️ Recycle always |









vijay sarode &lt;vijay.sarode@ggsf.edu.in&gt;

## list of Candidates and joining status

Sanjay Dulgaj <sanjay.dulgaj@vipbags.com>  
To: "Vijay.sarode" <vijay.sarode@ggsf.edu.in>

Wed, Dec 22, 2021 at 2:46 PM

Sr. No.	Name	Qualification	Interview Date	College	Selected/Not Selected	Joined
1	Sonali Sudam Waghchaure	BE Mechanical	29.11.2021	Guru Govind Singh College,Nashik	Selected	Joined(01.12.2021)
2	Bhushan Y Birla	BE Mechanical	30.11.2021	KBT College,Nashik	Selected	Joined(01.12.2021)
3	Shubham Abaji Gite	BE Mechanical	30.11.2021	KBT College,Nashik	Selected	Joined(01.12.2021)
4	Snehal Madhukar Rane	BE Mechanical	01.12.2021	Guru Govind Singh College,Nashik	Selected	Joined(02.12.2021)
5	Mayur Appasaheb Ghoderao	BE Mechanical	01.12.2021	Sandip Foundation	Selected	Joined(02.12.2021)
6	Sumit Chitte	BE Mechanical	01.12.2021	Anantrao Pawar College & Research	Selected	Joined(02.12.2021)(Sinnar Location)
7	Shital Bhaurao Sargad	Bsc Math	02.12.2021	Panchavati College	Selected	Joined(03.12.2021)
8	Sapna Ramchandra Shirsath	BE Mechanical	29.11.2021	Guru Govind Singh College,Nashik	Selected	Joined(30.11.2021)
9	Narendra M Wadghule	BE Mechanical	29.11.2021	Pune University	Selected	Joined(30.11.2021)
10	Vaishnavi Krishna Nile	Diploma Mechanical	29.11.2021	Gokhale Education	Selected	Joined(30.11.2021)

--

With regards,

**Sanjay Prakash Dulgaj**HR & Admn; email id: [sanjay.dulgaj@vipbags.com](mailto:sanjay.dulgaj@vipbags.com); Mobile No: 9730074556**VIP Industries Limited**

78-A, MIDC Estate, Satpur, Nashik - 422007

Phone: +91 253 2406700 Fax: +91 253 2350756

Website: [vipbags.com](http://vipbags.com)





## list of Candidates and joining statuts

Sanjay Dulgaj <sanjay.dulgaj@vipbags.com>  
To: "Vijay.sarode" <vijay.sarode@ggsf.edu.in>

Sr. No.	Name	Qualification	Interview Date	College	Selected/ Selecte
1	Sonali Sudam Waghchaure	BE Mechanical	29.11.2021	Guru Govind Singh College,Nashik	Selected
2	Bhushan Y Birla	BE Mechanical	30.11.2021	KBT College,Nashik	Selected
3	Shubham Abaji Gite	BE Mechanical	30.11.2021	KBT College,Nashik	Selected
4	Snehal Madhukar Rane	BE Mechanical	01.12.2021	Guru Govind Singh College,Nashik	Selected
5	Mayur Appasaheb Ghoderao	BE Mechanical	01.12.2021	Sandip Foundation	Selected
6	Sumit Chitte	BE Mechanical	01.12.2021	Anantrao Pawar College & Research	Selected
7	Shital Bhaurao Sargad	Bsc Math	02.12.2021	Panchavati College	Selected
8	Sapna Ramchandra Shirsath	BE Mechanical	29.11.2021	Guru Govind Singh College,Nashik	Selected
9	Narendra M Wadghule	BE Mechanical	29.11.2021	Pune University	Selected
10	Vaishnavi Krishna Nile	Diploma Mechanical	29.11.2021	Gokhale Education	Selected

With regards,

**Sanjay Prakash Dulgaj**

HR & Admn; email id: [sanjay.dulgaj@vipbags.com](mailto:sanjay.dulgaj@vipbags.com); Mobile No: 9730074556

**VIP Industries Limited**

78-A, MIDC Estate, Satpur, Nashik - 422007

Phone: +91 253 2406700 Fax: +91 253 2350756

Website: [vipbags.com](http://vipbags.com)



vijay sarode <vijay.sarode@ggsf.edu.in>

---

## Review about Interview

---

hr@konarkglobal.com <hr@konarkglobal.com>  
To: vijay.sarode@ggsf.edu.in

Thu, Feb 10, 2022 at 11:59 AM

Dear Sir,

We like to inform you that your student name Yash Ghodke is selected in our company as Sales and Application Engineer .

His joining date is 17<sup>th</sup> Dec 2021.

Regards,

**Ashwini Choudhary**

**7219894104**

**Hr Assistant**



**KONARK ENGINEERS | KONARK FABTECH INDIA PVT LTD | R&D THERM (I) PVT LTD**

**Corporate Address:** C 14/2, MIDC Industrial Area, Satpur, Nashik-422 007.

**Phone:** + 91-253-2361604 / 2360684

**Email:** [hr@konarkglobal.com](mailto:hr@konarkglobal.com) **Site:** [www.konarkglobal.com](http://www.konarkglobal.com)

**Note:** Our domain name has been changed from konarkengineers to konarkglobal.





vijay sarode &lt;vijay.sarode@ggsf.edu.in&gt;

---

## Fwd: Offer of Employment

---

**Yash Ghodke** <yashghodke.yg1@gmail.com>  
To: "vijay.sarode@ggsf.edu.in" <vijay.sarode@ggsf.edu.in>

Fri, Feb 18, 2022 at 2:04 PM

----- Forwarded message -----  
From: <hr@konarkglobal.com>  
Date: Tue, 8 Feb 2022, 2:00 pm  
Subject: Offer of Employment  
To: <yashghodke.yg1@gmail.com>

Dear Yash,

This with reference to your application and subsequent interview, we are pleased to offer you the position of **Trainee Sales and Application Engineer** in Konark Group.

Your suggested date of joining is 17<sup>th</sup>Dec, 2021 and trust that is mutually acceptable to you.

Please sign a copy of letter as token of your acceptance or send your confirmation on email.

Wishing you all the very best. Looking forward to build a long and fruitful association with you.

Thanking you,

Regards,

**Ashwini Choudhary**

**7219894104**

**Hr Assistant**

 LOGO KONARK GLOBAL

**KONARK ENGINEERS | KONARK FABTECH INDIA PVT LTD | R&D THERM (I) PVT LTD**

**Corporate Address:** C 14/2, MIDC Industrial Area, Satpur, Nashik-422 007.

**Phone:** + 91-253-2361604 / 2360684

**Email:** [hr@konarkglobal.com](mailto:hr@konarkglobal.com) **Site:** [www.konarkglobal.com](http://www.konarkglobal.com)

**Note:** Our domain name has been changed from konarkengineers to konarkglobal.

 WhatsApp Image 2021-11-08 at 12.42.41 PM

---

**3 attachments**

**image001.jpg**  
3K



**image002.jpg**  
15K



**image001.jpg**  
3K



vijay sarode <vijay.sarode@ggsf.edu.in>

---

## Review about Interview

---

hr@konarkglobal.com <hr@konarkglobal.com>  
To: vijay.sarode@ggsf.edu.in

Thu, Feb 10, 2022 at 11:59 AM

Dear Sir,

We like to inform you that your student name Yash Ghodke is selected in our company as Sales and Application Engineer .

His joining date is 17<sup>th</sup> Dec 2021.

Regards,

**Ashwini Choudhary**

**7219894104**

**Hr Assistant**



**KONARK ENGINEERS | KONARK FABTECH INDIA PVT LTD | R&D THERM (I) PVT LTD**

**Corporate Address:** C 14/2, MIDC Industrial Area, Satpur, Nashik-422 007.

**Phone:** + 91-253-2361604 / 2360684

**Email:** [hr@konarkglobal.com](mailto:hr@konarkglobal.com) **Site:** [www.konarkglobal.com](http://www.konarkglobal.com)

**Note:** Our domain name has been changed from konarkengineers to konarkglobal.





**Yuvashakti Foundation**  
Education | Empowerment | Employability

Corporate Office : Block No 66 /67 , C Wing , Commercial Complex , Near RTO , Chikhali Rd,  
Chinchwad , Pune-411019 (MAH) E-Mail: info@ysfpune.com Web: www.ysfpune.com

### TRAINEE REGISTRATION FORM

\* For Office Use Only \*



Name of Training Company International Automotive Components

Location Satpur MIEAC

Job Role Quality Engineering Sector

Trainee ID

Name of Course

Training Start Date End Date of Training

#### Personal Details of Trainee

1. Full Name BAKARE Surname YASHRAJ Name SANTOSH Father's Name
2. Present Address: Swaminadna Shivnam nagar Jakti Road Nashik Pin Code: 422101
3. Permanent Address: Swaminadna Shivnam nagar Jakti Road Nashik Pin Code: 422101
4. Mobile No. M1 8888909384 M2 9359752419 Resi. No.
5. E Mail ID yashrajbakare33@gmail.com
6. Aadhar No. 

5	2	7	5	1	5	3	9	9	6	4	4
---	---	---	---	---	---	---	---	---	---	---	---

 (Attach Xerox Copy)
7. Voter ID 

Z	X	5	7	9	3	8	1	1	1
---	---	---	---	---	---	---	---	---	---

 (Attach Xerox Copy)
8. PAN Card No. 

E	P	J	B	2	3	6	3	R
---	---	---	---	---	---	---	---	---

 (Attach Xerox Copy)
9. Driving Licence: 

M	H	1	5	2	0	1	8	0	0	0	1	5	1	9
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
10. Name of Father Santosh Mobile: 9881193288
11. Caste Hindu Shimpi Male:  Female:
12. Birth Date: 16/11/1999 Age 22 Marital Status un-married
13. Physical Details: Height 156.cm Weight 60.Kg Blood Group A+
14. Physical Status

**CONTRACT LETTER**

TO,

**DATE: 12.11.2021**

**MR. BAKARE YASHRAJ SANTOSH**  
**A/P-SHIVRAM NAGAR, JAIL ROAD, NASHIK**

**Dear, MR. BAKARE YASHRAJ SANTOSH**

We the Yuvashakti Foundation (YSF) are pleased to engage you as NEEM Trainee subject to the following terms and conditions:

1. The period of training shall be with start date **13.11.2021** end date **12.11.2024** and the same shall not be entitled for any further extension (**INTERNATIONAL AUTOMOTIVE COMPONENTS, PLOT NO.50, MIDC, SATPUR, NASHIK**).
2. It shall not be obligatory on the part of the Yuvashakti Foundation – YSF (NEEM Facilitator) or of the company to offer any employment to the apprentices on successful completion of period of training in his/her establishment not shall it be obligatory on the part of the NEEM Trainee to accept any employment under the employer. As NEEM Trainee undergoing Training in an establishment you shall be a trainee and not a worker and as such, the provisions of any law with respect to labourer or worker shall not apply to or in relation to you.
3. During your training with YSF and/or with the establishment where you would be deployed for training, none of the labour laws shall be applicable to you and you shall not claim benefits /protection under any of these laws as you would be a trainee/apprentice or a learner.
4. As NEEM Trainee you shall be liable to abide by the rules and regulations of NEEM in all matter of conduct, discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your on job training during the period of the NEEM Training in a Performa prepared and approved by Yuvashakti Foundation (NEEM Facilitator).
7. Either party may terminate this contract letter by issuing 30 days notice in writing to the other.
8. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to the Yuvashakti Foundation (NEEM Facilitator) as cost of training such amount as may be determined by the Yuvashakti Foundation (NEEM Facilitator). In such event, you shall not be entitled to enter on another contract of training under the National Employability Enhancement Mission (NEEM).
9. The Contract of Training can be terminated without compensation payment to the NEEM Trainee





25<sup>th</sup> June 2021

Sub: Offer of employment by Pin Click

Dear Yuvaraj Chaudhari,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”, with effect from **30th June 2021**.

The terms of our offer are as follows:

1. The details of your annual earnings are attached here with Annexure A. Once the PPO is confirmed **4.8 LPA** is applicable and attaching herewith Annexure B.
2. Your initial posting as Pin Click employee will be at **Thane** 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, client and partners.



The details of your annual earnings are as **Annexure A**.

**ANNEXURE – A**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	Yuvaraj Chaudhari	
	<b>Designation</b>	Associate Property Advisor	
	<b>Department</b>	Sales	
	<b>Date of Joining</b>	30 <sup>th</sup> June 2021	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	6,736	80,832
	House Rent Allowance	5,000	60,000
	Conveyance Allowance	1600	19,200
	Medical Reimbursement	1,250	15,000
	Special Allowance	4,283	51,396
	<b>Sub-Total I / Gross Pay</b>	<b>18,869</b>	<b>2,26,428</b>
<b>B</b>	Professional Tax	200	2,400
	PF Employer	808	9,696
	ESI	142	1,704
<b>A-B</b>	<b>Net Salary</b>	<b>17,719</b>	<b>2,12,628</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	808	9,696
	Gratuity	323	3,876
	<b>Sub Total II</b>	<b>1,131</b>	<b>13,572</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>20,000</b>	<b>2,40,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> *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>*Two-wheeler is mandatory with valid driving license.</p>			
<ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			



The details of your annual earnings are as **Annexure B.**

**ANNEXURE – B**

<b>COMPENSATION &amp; BENEFITS STATEMENT – PIN CLICK</b>			
	<b>Name</b>	<b>Yuvaraj Chaudhari</b>	
	<b>Designation</b>	<b>Associate Property Advisor</b>	
	<b>Department</b>	<b>Sales</b>	
	<b>Date of Joining</b>	<b>30<sup>th</sup> June 2021</b>	
	<b>CATEGORY</b>	<b>INR – Monthly</b>	<b>INR – Annual</b>
<b>A</b>	<b>Fixed Compensation</b>		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	LTC	2,400	28,800
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	<b>Sub-Total I / Gross Pay</b>	<b>23,740</b>	<b>2,84,880</b>
<b>B</b>	Professional tax	200	2,400
	PF Employer	900	10,800
<b>A-B</b>	<b>Net Salary</b>	<b>22,640</b>	<b>2,71,680</b>
<b>Benefits</b>			
<b>C</b>	PF Employee	900	10,800
	Gratuity	360	4,320
	<b>Sub Total II</b>	<b>1,260</b>	<b>15,120</b>
<b>Total A + C</b>	<b>Cost to the Company</b>	<b>25,000</b>	<b>3,00,000</b>
	<b>Performance Enhanced Incentives</b>	<b>15,000*</b>	<b>1,80,000*</b>
<p><b>Note:</b> *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>*Two-wheeler is mandatory with valid driving license.</p> <p>There will be 14 days of training period and an assessment then your payroll will start</p> <ul style="list-style-type: none"> <li>Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF, ESIC as applicable.</li> </ul>			

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 PinClick

Property Management Pvt Ltd.,

Mr.Manik Kinra

Co Founder



## 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 PinClick 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: \_\_\_\_\_