



**Provisional Offer : BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20234506269/Bangalore/BPS/BTN**

**Date:10/07/2024**

Dear Ms. S Ashwini,

**Sub: Letter of Provisional Offer and Terms of Employment.**

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.

Private and Confidential

TCSL/DT20234506269

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

No 42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India

Ph.: +91 80 6724 2000 Fax 91 80 2852 1910 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>

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

Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

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

## ANNEXURE 1

**For the candidate to complete:**

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20234506269/Bangalore/BPS/BTN** on \_\_\_\_\_(DD/MMM/YYYY).

Signature:

Name:

Date:



SAP LABS Bangalore.

SAP Labs India Pvt. Ltd.  
 CIN: U72200KA1905PTC018484  
 138, Export Promotion  
 Industrial Park, Whitefield,  
 Bangalore - 560 068, India  
 T: +91-80-4139 5139  
 F: +91-80-4139 5969  
 www.sap.com

2 December 2022

Private &amp; Confidential

Pallavi S

#44, Mahadeshwara Nilaya, 14th Cross, Opp Rama Temple  
 Kemmagonadanahalli, Jalahalli West, Bengaluru  
 Karnataka 560015 India  
 9353455708

**EMPLOYMENT CONTRACT**

Dear Pallavi,

We are pleased to offer you employment with SAP Labs India Pvt. Ltd (SAP) on the following terms and conditions:

**1. Appointment**

- 1.1 You shall be appointed to the position of Scholar as a Fixed Term Employee with effect from 01 August 2023 up to 30 July 2027.

Please note that at the close of this fixed term specified above shall automatically come to an end and no separate notice for termination need to be given by either side however should it be found at any time during your employment in this organization your conduct or performance is not up to the mark your services are liable to be terminated at any time during your employment with us.

- 1.2 You shall be based in Bangalore but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.


- 1.3 Your employment with the Company is subject to your providing educational qualifications and work testimonials if any and is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.

**2. Total Remuneration**

- 2.1 Your annual stipend on joining SAP Labs India Pvt. Ltd is INR. 300,000.00

- 2.2 Below is the breakup of the other benefits available to you.

(A)	Cash Components Annual Stipend	INR per annum 300,000.00
	<b>Benefits*</b>	<b>INR per annum</b>
	Free Meals provided on campus	13,200.00
	Free Transport for office commute	42,000.00
	Life Events (Birthday Gift)	2,000.00
	OwnSAP <sup>®</sup>	31,228.80
	Wellness Cover for Employee	5,000.00
	Higher Education Fees (BITS Pilani) **	133,100.00
	<b>Cost of Benefits (Approximate)</b>	<b>228,528.80</b>

Executed by:  
  
 C02BC5DE76BF48.



SAP LABS, Bangalore.

SAP Labs India Pvt. Ltd.  
 CIN: U72200KA1990PTC018484  
 136 Export Promotion  
 Industrial Park, Whitefield,  
 Bangalore - 560 066, India  
 T: +91-80-4139 5139  
 F: +91-80-4139 8999  
[www.sap.com](http://www.sap.com)

\*The employee benefits listed above are available only during active employment with SAP. These cannot be encashed or modified. SAP reserves the right to withdraw or alter the benefits at any time without prior notice to the employee. The values attributed to the benefits are arrived on an estimated value and are subject to change at sole discretion of SAP Management.

\*OwnSAP is a share purchase plan wherein company contribution is subject to employee participation in the program and the company contribution amount varies based on Fixed Pay and employee contribution percentage.

\*\*Higher Education fees fully paid by SAP. The initial one-time nomination fee of INR 18,000 is also paid by SAP.

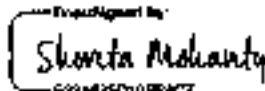
In addition to the above compensation components and best-in-class benefits, SAP offers FlexBen program, which allows you to choose your benefits as per your needs.

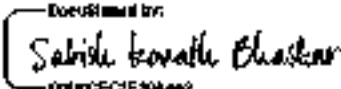
You will also be eligible for other company provided benefits like medical, accident and life insurance, paid leaves, parental benefits, etc. as per the prevailing company policy.

Please refer to the enclosed "Annexure" for details of compensation, benefits, flex work and terms of this offer. We would appreciate your confirmed acceptance of the above by signing and returning us the duplicate copy of this letter.

Yours sincerely,

For SAP Labs India Pvt. Ltd.

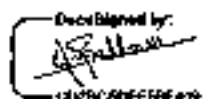
FOR   
 E93A835D10B8C7...

  
 609CECE30A442...

**Shweta Mohanty**  
 Head of Human Resource, India  
 SAP, India

**Sabish Kovath Bhaskar**  
 Manager, Local HR Services India  
 HR Service Center, SAP, India

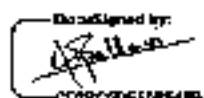
I accept the terms & conditions of service outlined above

  
 002BC0DEF56F499...

**Pallavi S**

Date: 03-Dec-2022 | 17:46:35 CET

Place: Bengaluru

  
 002BC0DEF56F499...

# DELL Technologies

11 July 2023

Ananya A Kuknur

#37,Goutami Nilaya,11th B Cross, Sidedhahalli, SMV Layout, Nagesandra Post, Bangalore 560073  
Bangalore Karnataka 560073

India

Private & Confidential

Dear Ananya A,

Congratulations, and welcome to Dell!

We are pleased to extend our offer of employment to Ananya A Kuknur (employee hereafter "you/your") with Dell International Services India Pvt Ltd ("Dell India Company") (operational in the subject), completion of the Company's Background Check and successful completion of the onboarding process. The following terms and conditions shall be applicable:

You will be a Senior Technician - Technical Support at Center for Individual Contributor (4), reporting to Anand Edward (334663), Manager 1, Technical Support. Your start date is 11 September 2023.

You will be based at our offices in Bangalore, India.

You are requested to submit all Background Check documents within four (4) days of offer letter acceptance. Any delay in providing the same may lead to extension of your date of joining which will be intimated to you through e-mail. Timely submission of Background Check documents is hence emphasized.

## Core Business Hours

Your working hours shall be the number of hours as the Company may determine. The work schedule shall be subject to change without notice. The Company may require you to work at the discretion of the Company, including but not limited to, on-call, night and weekend shifts. The Company may require you to work at the discretion of the Company, including but not limited to, on-call, night and weekend shifts. The Company may require you to work at the discretion of the Company, including but not limited to, on-call, night and weekend shifts.

## Place of Work

Your usual place of work will be at Bangalore, India. However, the company reserves the right at its discretion, and by this contract you hereby agree, to change your place to work, either on a temporary or permanent basis, to any other place where it now conducts or at some future date, may conduct its business or part of its business. Except at the discretion of the Company you will not be compensated or reimbursed for the costs involved in such relocation. You may be required to work at or from any office, branch or location of the Company or any client of the Company, as the need arises, which you agree to do so. In the event of you working in the premises of any other Company you shall comply with all Regulations and Codes of Conduct and legislative restrictions and requirements applicable in the workplace of any Company that you may be assigned to. Any breach of such legislation, Regulations or Codes of Conduct shall be deemed a serious breach of discipline and may result in dismissal.

## Compensation

We are pleased to offer you a compensation package consisting of the following element(s):

# DELL Technologies

**Base Salary of INR589,000.00 per annum.**

Base salary is comprised of Basic and Basket of allowances. Basic is INR 235,000.00. Basket of allowances is INR 353,940.00

\*The Basket of Allowances includes components such as HRA and LTA. You may be eligible for all the allowances or a combination of them, depending on other factors including your job grade. Please contact HR Staffing for further details regarding the components you are eligible for and the limits there under that are applicable to you.

## PF & PF

PF & PF is comprised of PF, PF & PF & PF.

\*\*\*PF contribution. If your basic salary is less than INR 15000 per month, then for the purpose of PF computation and contribution, the sum total of basic salary and undeclared portion of the basket of allowances (BOA) will be considered up to the extent of INR 15,000 per month. Illustration: If your monthly basic salary in the salary table above is INR 8000 and your undeclared BOA is INR 2,000, then PF = 12% of 8000 which amounts to 960. Employer and Employee contribution to PF will be 960.

\*\*\*PF contribution for International workers. If you are an International Worker as defined in EPF Act 1952, holding a passport other than Indian passport or you are an OCI/Overseas Citizen of India card holder, then for the purpose of PF contribution, the sum total of your basic salary and undeclared portion of the basket of allowances (BOA) will be considered and PF contribution made accordingly. Illustration: If your monthly basic salary is INR 20,000 and your undeclared BOA is INR 40,000, then PF = 12% of 60,000 which amounts to INR 7200. Both Employer and Employee contribution to PF will be INR 7200 each.

You will be entitled to all employee benefits including benefits through Employee Welfare Fund which is a contributory fund in which you will be a member of. There will be a standard deduction of Rs 200/- per month or such other amounts as decided from time to time towards contribution to the Employee Welfare Fund.

## Incentive Bonus Plan

You will be eligible for an annual bonus of 5% of your base salary on terms that may vary, depending upon the Company's financial results and attainment of strategic corporate initiatives. You will be eligible to participate in the bonus program on a pro-rated basis, calculated from your start date, subject to the terms of the Bonus Plan, which may require a start date prior to a certain date for bonus eligibility in the fiscal year of hire. The Company reserves the right to vary the terms and amount of your bonus depending upon your performance, the company's financial results and attainment of strategic corporate initiatives. The terms of the Bonus Plan are subject to periodic re-evaluation and modification by the Company. The bonus is paid after the end of the Company's fiscal year. You must be actively employed at time of payment in order to earn and receive the bonus.

**Total On-Target Remuneration** will be INR019,395 plus Retirals per annum.

Your salary will be paid monthly via Electronic Funds Transfer to the bank account nominated by you. We will advise you of the relevant date of payment.

**Total Cost to Company** will be INR 647,710 per annum.

## Gratuity

# DELL Technologies

Payment of Gratuity would be as per the criteria set out in the Payment of Gratuity Act, 1972 its Rules and Amendments

## Benefits

The Company offers a variety of benefits to assist you and your family. You will enjoy all benefits in accordance with the Company's prevailing policy and practice. A summary of these benefits will be made available for your access after onboarding. The Company reserves the right at its absolute discretion to vary or amend the terms of any benefit or existing benefit policy in accordance with applicable law.

## Mileage Reimbursement

Employees who are required to use their personal automobiles for business purposes will be reimbursed for mileage in accordance with applicable law and the Company's policy, as it may be amended from time to time.

## Probation

Your first 6 months of service will be of a probationary nature. The Company may waive or reduce the probation period at its discretion. You are deemed to have successfully completed your probationary period after 6 months unless otherwise informed in writing by the Company. For a person whose immediate previous employment is with any of the Dell group of companies, this clause shall not be applicable.

## Notice Period and Termination

During the probationary period, your employment may be terminated by either party at any time by giving to the other party written notice of not less than 30 days or salary in lieu thereof at the sole discretion of the Company.

Upon satisfactory completion of probation, your employment may be terminated by either party at any time by giving to the other party 60 days or 2 months' written notice prior to the termination date or salary in lieu at the sole discretion of the Company.

Notwithstanding the above, the Company reserves the right at all times to terminate your employment (including employment during your probationary period) forthwith without notice or payment in lieu of notice if you are involved in gross negligence, misrepresentation, serious misconduct, a breach of any Dell policy (including but not limited to the Code of Conduct) or commit any act of fraud or dishonesty or any criminal offense. In such an event, without prejudice to the Company's rights at law and/or under other provisions of this letter, the Company shall pay only salary earned by you up to the date of termination.

On Termination of Services: You agree and authorize the Company to offset payment of any pro-rated allowance, advances, and any other sums due to the Company to the extent permitted by law, against salary due and to withhold amounts that may be required by the relevant authorities. You will also be required to promptly deliver to Dell all originals and copies of materials, documents and property of Dell which are in your possession or control.

## Restraint:

In addition, for a period of one year after termination of employment with the Company, you shall not approach or communicate with any customers of the Company, nor solicit or endeavor to take away from the Company, the business or any customers or clients of the Company. You further agree not to, for a period of [one year] after termination of employment with the Company, approach any employee of the Company or communicate with any employee of the Company with the effect of enticing, or attempting to entice any employee away from the Company.

## Code of Conduct

# DELL Technologies

The company's Code of Conduct sets out the standards of business conduct to which all employees are expected to adhere. We take our Code of Conduct very seriously in order to maintain the highest possible standard of ethics. Failure to adhere to the Code of Conduct is a disciplinary offence and may result in dismissal. A copy of the Code of Conduct shall be given to you in your Employee Orientation Program on joining. If you require a copy of any of the company's Code of Conduct before signing this employment contract please contact your Recruiter (i.e. signatory on this employment contract).

You shall comply with the legal requirements of each country in which the Company conducts business and shall employ the appropriate measures to prevent unauthorized use of any company assets for unlawful purposes is strictly prohibited.

In the event of any breach of the provisions of any other Company, you shall comply with all Regulations and Codes of Conduct and legislative restrictions and requirements applicable in the workplace of any Company that you may be assigned to. Any breach of such legislation, Regulations or Codes of Conduct shall be deemed a serious breach of discipline and may result in dismissal.

## **Data Protection**

Dell International Services India Pvt. Ltd (7451) will obtain, hold and use personal data relating to you in the context of your employment, including, but not limited, your name, number, cost centre, address, emergency contact details (e.g. home telephone number), educational details history/qualifications and employment history, proof of right to work, any director or officer positions held, outcomes of any pre-employment screening, salary information including details on commissions bonuses and profit share, pension, stock option rights and details of remuneration as well as additional benefit details, job description, job level, job grade, performance data and performance rating data including sales and marketing targets and achievements, Individual Work

The purposes of such processing are to administer and manage the employment relationship we have with you, and may include disaster recovery data duplication, administering and maintaining personnel records (includes sickness and other absence records), assessing fitness for work, paying and reviewing salary, bonus, profit share and other benefits (if any), providing and administering benefits such as pension, stock purchase and stock option programmes, life, health and medical insurance, analysing sales and sales related activity, career and succession planning, performance appraisals and reviews, employee development and training, resources and skills allocation, regulatory and legal compliance, carrying out activities related to compliance with the company's policies and procedures, providing references and information to future employers, governmental and regulatory agencies (includes tax, social security authorities) in a take-over or merger, providing information to a future purchaser or potential purchaser of Dell International Services India Pvt Ltd (7451) or any part of Dell International Services India Pvt Ltd (7451)'s business or a potential or future service provider as part of due diligence. You hereby consent to such data processing by Dell International Services India Pvt Ltd (7451), any other Dell International Services India Pvt Ltd (7451), company or any third party charged with providing services, information or benefits related to the employment and you further consent to transfer of data to Dell International Services India Pvt Ltd (7451) or any company or third party even if such company or third party is located outside India if the country which does not have a level of data protection comparable to the level applied in India. Dell International Services India Pvt Ltd (7451) will put in place adequate safeguards with such third parties to ensure an adequate level of data protection.

## **Confidentiality Obligation**

You will not use, publish, misappropriate or disclose any "Confidential or Proprietary Information", during or after your employment, except as required in the performance of your assignment for the Company or as authorized in writing by the Company. Such information shall include what you learn or originate during your employment which is not available or readily ascertainable from public sources, and includes such information disclosed by others in confidence to the Company. If in doubt, you will promptly consult your supervisor. Confidential and Proprietary Information includes, but is not necessarily limited to, the information described in sub-paragraphs below.

a) Computer products, Company processes and device strategies planned or under development, including device specifications, system architecture, logic designs, circuit implementations and plans for unannounced and announced products;



b) Software products in use, planned or under development, including operating systems adaptations or enhancements, language compilers, interpreters and translators, system design and evaluation tools, and application programs;

c) Information relating to Company employees; actual and anticipated relationships between the Company and other companies; sales levels, profit levels, pricing and other unpublished financial data, and budget, staffing, compensation, equipment and related costs.

3. You will not use or disclose to the Company or its customers and vendors relationships, trade secrets, confidential information, development and delivery schedules, design and product pricing and quantities, and other information communicated to the Company by customers or vendors.

You will not use in your work or disclose to the Company any confidential or proprietary information of a third party unless the Company first receives written authorization from the third party allowing the use or disclosure of such information and unless the Company agrees in writing to receive such information on terms acceptable to the Company. You will abide by the restrictions imposed on the disclosure and use of such third party information.

You acknowledge that a violation of the provisions of this Agreement dealing with Confidential and Proprietary Information and Intellectual Property may result in significant harm to the Company and that remedies at law may be inadequate to protect against a breach of this Agreement. Accordingly, you agree that the Company shall be entitled, in addition to any other relief available to it, to the granting of injunctive relief without order of actual damages or the requirement to establish the inadequacy of any of the other remedies available to it. You agree not to assert any defense in proceedings regarding the granting of any injunction or specific performance based on the availability to the Company of any other remedy.

For a period of one (1) year after leaving the Company's employment, you will give written notice to the new employer of your obligations regarding Intellectual Property, Confidential and Proprietary Information. For a period of one (1) year after termination of this Contract for whatever cause, you shall not solicit or endeavor to take away from the Company the business of any customers or clients of the Company.

### **Intellectual Property and Copyright**

While you are an employee of the Company, you will promptly disclose to the Company, all Intellectual Property developed by you, solely or jointly with others, in the course of your employment. Intellectual Property includes each discovery, idea, improvement, or invention you create, conceive, develop or discover, alone or with others, which relates to the Company's business or results from the use of the Company's equipment, supplies, facilities, or information. All Intellectual Property, in whatever form, is the Company's property. You will assign to and agree to assign to the Company and its nominees, without limitation, your invention, or all know-how and derivative rights in Intellectual Property. You will assist the Company in all efforts, including giving evidence and executing any documents deemed helpful or necessary by the Company to establish, perfect, and register worldwide, at the Company's expense, such rights in Intellectual Property. You will not do anything in conflict with the Company's rights in Intellectual Property and will cooperate fully to protect Intellectual Property against misappropriation or infringement by third parties. If you come across any cases of infringement of the rights of the Company in its Intellectual Property, you will promptly notify the Company of such infringement and assist the Company in all ways to protect its Intellectual Property.

You hereby agree that the Company will be the copyright owner in all works of every kind and description created or developed by you, solely or jointly with others, in connection with any employment with the Company. If requested to, and at no further expense to the Company, you will execute in writing any acknowledgments or assignments of copyright ownership of such Copyrightable Works as may be appropriate for preservation of the worldwide and perpetual ownership in the Company and its nominees of such copyrights.



You further agree that the Company may use your name, voice, picture or likeness in the Company's advertising, training advertisement and other materials without payment or separate compensation to you both during and following your employment with the Company.

On the date your employment with the Company ends, you will promptly deliver to a designated representative of the Company all original and copies of all materials, documents and property of the Company which are in your possession or control. You will also cooperate in conducting exit interviews with a designated representative of the Company. The purpose of the exit interviews is to ensure that all Company materials, documents and property are properly accounted for and to confirm the Company's rights in its materials, documents and property. The Company's materials, documents and property include, but are not limited to, the Company and its subsidiaries' confidential and proprietary information and the personnel of the Company and its subsidiaries' confidential and proprietary information.

#### **Export Compliance**

You will not export or otherwise transfer out of India or release to any person, Controlled Technology or Software, during or after employment with the Company, except as authorized in writing by the Company. Controlled Technology or Software is technology or software controlled under the U.S. Export Administration Regulations and includes, but is not limited to:

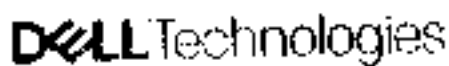
- Confidential and Proprietary Information of the type described in paragraph 4(a) above, to the extent that such information is not otherwise publicly available;
- Technical information of Dell International Services India Pvt Ltd (7451), its affiliates, its customers or other third parties that is used, planned or under development, such as but not limited to, manufacturing and/or research processes or strategies (including design tool, device characteristics, profiles, flow, manufacturing capabilities and yields); computer products, process and/or devices (including device specification, system architecture, logic designs, circuit implementations); software product (including operating system, applications or enhancements, language compilers, interpreters, translators, design and evaluation tools, and application programs); and any other databases, methods, know-how, formulae, compositions, technological data, technological prototypes, processes, discoveries, machines, inventions, and similar items;
- Information relating to future plans of Dell International Services India Pvt Ltd (7451), its affiliates, its customers and other third parties, such as but not limited to: marketing strategies; new product research pending projects and proposals; proprietary production processes; research and development strategies; and similar items;
- Release includes disclosure to any person, oral exchange, and application to situations abroad of personal knowledge or technical experience. If you have any doubts regarding whether particular information is Controlled Technology or Software, please consult your manager, Dell International Services India Pvt Ltd (7451)'s Legal Department, or Dell International Services India Pvt Ltd (7451)'s Export Compliance Organization.

**Training:** The Company may also send you abroad for the purpose of specific skills training relevant to your employment with the Company. If your employment with the Company ends for any reason within the first twelve (12) months of you being sent abroad for training, you shall remain liable to repay to the Company all costs incurred by or on behalf of the Company.

The Company reserves the right to renew the skills required to perform the job, and may introduce new trainings and certifications needed to impart the new skills and ways to measure the same. You shall undergo such trainings and certifications when needed and continue to successfully upgrade your skills and capabilities needed to perform the job effectively at expected levels.

**Recovery of dues:** In the event of any financial recovery to be made from you, the Company shall also be entitled to offset payment of any prorated allowance advances against salary due and to withhold amounts that may be required by relevant authorities. These repayment obligations cannot be waived except by a written communication by the Company.

**Secondary employment and outside business ventures:** While in the employment of the Company, you shall not undertake employment with any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.



**Correctness of Information:** This appointment is based on the information supplied by you in your application for employment. This appointment will be treated as "null and void" if any material error, in the management opinion, is discovered and/or due to non-disclosure of relevant information about you, to the company.

**Service rules:** For all other matters, not specified herein, you shall be governed by the company's policies, conditions of service, service rules and amendments made and communicated from time to time.

**Acceptance:**

I, Ananya A Kukanur, do hereby accept the terms and conditions of employment as offered by the company, and I am willing to continue in service beyond this date.

Regards,

Signature of

Talent Acquisition Director

Verified by

Arnav.Mathur@Dell.com

Arnav Mathur

Senior Analyst, Talent Acquisition

**Confirmation of Acceptance**

I, Ananya A Kukanur, confirm that I have read, understood and accept the terms and conditions of employment with Dell. I authorize the Company to make deductions from my wages due to the company for breach of the agreement.

I confirm that I will commence employment with Dell on 11 September 2023.

Signature:

Jul 13, 2023

Email: ananyakukanur@gmail.com

Ananya A Kukanur



We have partnered with a vendor to enable you to review and accept employment related documents electronically in an efficient, secure and protected manner. The documents are encrypted. Your electronic signature cannot be changed once signed. You will be able to print out full copies of your signed documentation for your records. Within each document, the system will guide you to all relevant sections which need to be completed and signed.

By signing electronically, you acknowledge and agree that an electronic signature by you will have the same force and effect as your original handwritten signature.

The system will generate and store all documents and manage the documentation. However, if you prefer, you can print and sign the documents and email or bring them to the HR team at [hr@delldell.com](mailto:hr@delldell.com). If you need to return the documentation to a different channel, please let your recruiter know.

This offer of employment is subject to the submission of your awaited **Marks Cards & Provisional / Convocation Certificate**. In the event, the **Marks Cards & Provisional / Convocation Certificate** are not submitted within the first 30 days of joining the company or you fail to clear the exams, the offer letter shall stand withdrawn and cancelled with immediate effect.

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

Jul 17, 2023

Enova @ [hr@delldell.com](mailto:hr@delldell.com)

# DELL Technologies

11 July 2023

Vasuki Damodar Moger  
Nagaraj Nilaya, Gandhinagar, Heble,  
Bhatkal, Uttarakannada Karnataka 581320  
India

Private & Confidential

Dear Vasuki Damodar,

Congratulations, and welcome to Dell!

We are pleased to extend our offer of employment to Vasuki Damodar Moger (employee hereafter "you/your") with Dell International Services India Pvt Ltd (7451) ("the Company") conditional on the successful completion of the Company's Background Checks, and subject to the attainment of work permit, employment pass or employment visas, as may be applicable.

Your title will be Senior Technician, Technical Support at career level individual Contributor I4, reporting to Anand Edward (134560), Manager 1, Technical Support. Your start date is 11 September 2023.

You will be based at our offices in Bangalore, India.

You are requested to submit all Background Check documents within four (4) days of offer letter acceptance. Any delay in providing the same may lead to extension of your date of joining which will be intimated to you through e-mail. Timely submission of Background Check documents is hence emphasized.

## Core Business Hours

Your working hours shall be the number of hours as the Company may from time to time deem appropriate and as may be necessary to achieve the purposes of the Company inclusive of a lunch break. Please take note that certain functions such as Sales, Technical Support, Manufacturing, Information Services require staggered shift hours.

## Place of Work

Your usual place of work will be at Bangalore, India. However, the company reserves the right at its discretion, and by this contract you hereby agree, to change your place to work, either on a temporary or permanent basis, to any other place where it now conducts or at some future date, may conduct its business or part of its business. Except at the discretion of the Company you will not be compensated or reimbursed for the costs involved in such relocation. You may be required to work at or from any office, branch or location of the Company or any client of the Company, as the need arises, which you agree to do so. In the event of you working in the premises of any other Company you shall comply with all Regulations and Codes of Conduct and legislative restrictions and requirements applicable in the workplace of any Company that you may be assigned to. Any breach of such legislation, Regulations or Codes of Conduct shall be deemed a serious breach of discipline and may result in dismissal.

## Compensation

We are pleased to offer you a compensation package consisting of the following element(s):

# DELL Technologies

**Base Salary of INR 89,900.00 per annum**

Base salary is comprised of Basic and Basket of Allowances. Basic is INR 235,967.00. Basket of Allowances is INR 150,000.00.

The Basket of Allowances includes components such as HRA and LTA. You may be eligible for all the allowances or a combination of them, depending on other factors including your job grade. Please contact HR Staffing for further details regarding the components you are eligible for and the limits there under that are applicable to you.

## Retirals

Retirals is comprised of PF. PF is 12% Annual.

\*\*\*\***PF contribution:** If your basic salary is less than INR 15000 per month, then for the purpose of PF computation and contribution, the sum total of basic salary and undeclared portion of the basket of allowances (BOA) will be considered, up to the extent of INR 15,000 per month. Illustration: If your monthly basic salary is the salary basket amount is INR 5000 and your undeclared BOA is INR 2,000, then PF = 12% of 8000 which amounts to 960. Employer and Employee contribution to PF will be 960.

\*\*\*\***PF contribution for International workers:** If you are an International Worker as defined in EPF Act 1982, holding a passport other than "Indian passport" or you are an OCI(Overseas Citizen of India) card holder, then for the purpose of PF contribution, the sum total of your basic salary and undeclared portion of the basket of allowances (BOA) will be considered and PF contributions made accordingly. Illustration: If your monthly basic salary is INR 10,000 and your undeclared BOA is INR 40,000, then PF = 12% of 60,000 which amounts to INR 7,200. Both Employer and Employee contribution to PF will be INR 3,600 each.

You will be entitled to all employee benefits including benefits through Employees Welfare Fund which is a contribution fund in which you will be a member of. There will be a standard deduction of Rs 200/- per month or such other amounts as decided from time to time towards contribution to the Employees Welfare Fund.

## Incentive Bonus Plan

You will be eligible for an annual bonus of 5% of your basic salary, on terms that may vary, depending upon the Company's financial results and attainment of strategic corporate initiatives. You will be eligible to participate in the bonus program on a pro-rated basis, calculated from your start date, subject to the terms of the Bonus Plan, which may require a start date prior to a certain date for bonus eligibility in the fiscal year of hire. The Company reserves the right to vary the terms and amount of your bonus, depending upon your performance, the company's financial results and attainment of strategic corporate initiatives. The terms of the Bonus Plan are subject to periodic re-evaluation and modification by the Company. The bonus is paid after the end of the Company's fiscal year. You must be actively employed at time of payment in order to earn and receive the bonus.

**Total On-Target Remuneration** will be INR 819,335 plus Retirals per annum

Your salary will be paid monthly via Electronic Funds Transfer to the bank account nominated by you. Please advise you of the relevant date of payment.

**Total Cost to Company** will be INR

847,710 per annum.

## Gratuity

# DELL Technologies

The company's Code of Conduct sets out the standards of business conduct to which all employees are expected to adhere. We take our Code of Conduct very seriously in order to maintain the highest possible standards of ethics. Failure to adhere to the Code of Conduct is a disciplinary offence and may result in dismissal. A copy of the Code of Conduct shall be given to you in your Employee Orientation Program on joining. If you require a copy of any of the company's Code of Conduct before signing this employment contract please contact your Recruiter (i.e. signatory on this employment contract).

You should comply with the legal requirements of each country in which the Company conducts business and shall employ the highest ethical standards in your dealings. Use of any company assets for unlawful purposes is strictly prohibited.

In the event of you working in the premises of any other Company, you shall comply with all Regulations and Codes of Conduct and legislative restrictions and requirements applicable in the workplace of any Company that you may be assigned to. Any breach of such legislation, Regulations or Codes of Conduct shall be deemed a serious breach of discipline and may result in dismissal.

## Data Protection

Dell International Services India Pvt Ltd (7451) will obtain, hold and use personal data relating to you in the context of your employment, including, but not limited, your name, number, post centre, address, emergency contact details (e.g. home telephone number), educational details/history/qualifications and employment history, proof of right to work, an, director or officer posts held, outcomes of any pre-employment screening, salary information including details on commissions/bonuses and profit share, pension, stock option rights and details related thereto as well as additional benefit details, job description, job level, job grade, performance plans and performance rating details including sales and margin targets and achievements, individual work history.

The purposes of such processing are to administer and manage the employment relationship as well as with all, said data, including disaster recovery, data duplication, administering and maintaining personnel records (includes a payroll and other employee records), assessing fitness for work, paying and reviewing salary, bonus, profit share and other benefits (e.g., sick leave) and administering benefits such as pension, stock purchase and stock option programmes, life, health and medical insurance, analysing sales and sales related activity, career and succession planning, performance assessments and reviews, employee development and training, resources and skills allocation, regulatory and legal compliance, carrying out activities related to compliance with the company's policies and procedures, providing references and information to future employers, government and regulatory agencies (includes tax, social security authorities) in a take-over or merger, providing information to a current purchaser or potential purchaser of Dell International Services India Pvt Ltd (7451) or any part of Dell International Services India Pvt Ltd (7451)'s business or a potential or future service provider as part of due diligence. You hereby consent to such data processing by Dell International Services India Pvt Ltd (7451), any other Dell International Services India Pvt Ltd (7451) company or any third party charged with providing services, information or benefits related to the employment and you further consent to transfer of data to a Dell International Services India Pvt Ltd (7451) company or third party even if such company or third party is situated outside India in a country which does not offer a level of data protection compared to the level applied in India. Dell International Services India Pvt Ltd (7451) will put in place adequate safeguards with such third parties to ensure an adequate level of data protection.

## Confidentiality Obligation

You will not use, publish, misappropriate or disclose any "Confidential or Proprietary Information" during or after your employment, except as required in the performance of your assignment for the Company or as authorized in writing by the Company. Such Information shall include what you learn or originate during your employment which is unavailable or not ascertainable from public sources, and includes such information disclosed by others in confidence to the Company. In addition, you will promptly consult your supervisor. Confidential and Proprietary Information includes, but is not necessarily limited to, the information described in sub-paragraphs below.

a) Computer products, Company processes and device strategies planned or under development, including device specifications, system architecture, logic designs, circuit implementations and plans for Unannounced and announced products.

# DELL Technologies

Payment of Gratuity would be as per the criteria set out in the Payment of Gratuity Act, 1972 its Rules and Amendments.

## Benefits

The Company offers a variety of benefits to assist you and your family. You will enjoy all benefits in accordance with the Company's prevailing policy and practice. A summary of these benefits will be made available for your access after onboarding. The Company reserves the right, at its absolute discretion, to vary or amend the terms of any benefit or existing benefit policy offered in accordance with applicable local law.

## Mileage reimbursement

Employees who are required to use their personal automobiles for business purposes will be reimbursed for mileage in accordance with applicable law and the Company's policy, as it may be amended from time to time.

## Probation

Your first 6 months of service will be of a probationary nature. The Company may waive or reduce the probation period at its discretion. You are deemed to have successfully completed your probationary period after 6 months unless otherwise informed in writing by the Company. For a person whose immediate previous employment is with any of the Dell group of companies, this clause shall not be applicable.

## Notice Period and Termination

During the probationary period, your employment may be terminated by either party at any time by giving to the other party written notice of not less than 30 days or salary in lieu thereof at the sole discretion of the Company.

Upon satisfactory completion of probation, your employment may be terminated by either party at any time by giving to the other party 60 days or 2 months' written notice prior to the termination date or salary in lieu at the sole discretion of the Company.

Notwithstanding the above, the Company reserves the right at all times to terminate your employment (including employment during your probationary period) forthwith without notice or payment in lieu of notice if you are involved in gross negligence, misrepresentation, serious misconduct, a breach of any Dell policy including but not limited to the Code of Conduct, or commit any act of fraud or dishonesty or any criminal offense. In such an event, without prejudice to the Company's rights at law and/or under other provisions of this letter, the Company shall pay only salary earned by you up to the date of termination.

In the event of termination of services, you agree and authorize the Company to offset payment of any pro-rated allowance advances, and any other sums due to the Company to the extent permitted by law, against salary due and to withhold amounts that may be required by the relevant authorities. You will also be required to promptly deliver to Dell all originals and copies of materials, documents and property of Dell which are in your possession or control.

## Restraint:

In addition, for a period of one year after termination of employment with the Company, you shall not approach or communicate with any customers of the Company, nor solicit or endeavor to take away from the Company, the business of any customers or clients of the Company. You further agree not to, for a period of [one year] after termination of employment with the Company, approach any employee of the Company or communicate with any employee of the Company with the effect of enticing, or attempting to entice any employee away from the Company.

## Code of Conduct



## DELL Technologies

You further agree that the Company may use your name, voice, picture or likeness in the Company's advertising, training, advertisement and other materials without payment or separate compensation to you commencing and following your employment with the Company.

On the date your employment with the Company ends, you will promptly deliver to a designated representative of the Company all originals and copies of all materials, documents and property of the Company which are in your possession or control. You will also cooperate in conducting exit interviews with a designated representative of the Company. The purpose of the exit interviews will be to review confidential and proprietary information known or possessed by you and to confirm the Company's rights regarding non-solicitation, the protection of the confidential and proprietary information and the disclosure to the Company and its ownership of intellectual property.

### Export Compliance

You will not export or otherwise transfer out of India or release to any person Controlled Technology, or Software, during or after employment with the Company, except as authorized in writing by the Company. Controlled Technology, or Software, is Software, technology or software compiled under the U.S. Export Administration Regulations and includes, but is not limited to:

- Confidential and Proprietary information of the type described in paragraph 4.3 above is the exclusive property of Del International Services India Pvt Ltd (DISI), its affiliates, its customers or other third parties that is in use, planned or under development, such as but not limited to: manufacturing and/or research processes or strategies including design rules, device characteristics, process flow, manufacturing capabilities and yields; computer programs, process and/or services including device specification, system architectures, logic designs, circuit implementations; software products including operating system adaptations or enhancements, language translators, interpreters, compilers, design and emulation tools, and application programs; and any other confidential methods, knowledge, know-how, trade secrets, inventions, information relating to future plans of Del International Services India Pvt Ltd (DISI), its affiliates, its customers and other third parties, such as but not limited to marketing strategies, new product releases, pending projects and proposals, proprietary production processes, research and development strategies, and similar items.
- Release includes disclosure to any person, via exchange and otherwise, of business secrets or personal knowledge or technical experience if you have any doubts regarding whether particular information is Confidential Technology, or Software Services India Pvt Ltd (DISI)'s Export Compliance Organization.

**Training:** The Company may also send you abroad for the purpose of specific skills training relevant to your employment with the Company. If your employment with the Company ends for any reason within the first twelve (12) months of you being sent abroad for specific skills training, you will repay to the Company, all of the costs paid to you or incurred on your behalf for this training.

The company reserves the right to review the skills required to perform the job, and may introduce new trainings and certifications needed to impart the new skills and ways to measure the same. You shall undergo such trainings and certifications when needed and continue to successfully upgrade your skills and capabilities needed to perform the job effectively at expected levels.

**Recovery of dues:** In the event of any financial recovery to be made from you, the Company, shall also be entitled to assign payment of any prorated allowance advances against salary due and to withhold amounts that may be required by relevant authorities. These repayment obligations cannot be waived except by a written authorization of the Company.

Secondary employment and outside business ventures: While in the employment of the Company, you shall not be engaged in employment with any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.

# DELL Technologies

b) Software products in use, planned or under development, including operating systems adaptations or enhancements, languages, compilers, interpreters and translators, system design and evaluation tools, and application programs;

c) Information relating to Company employees; actual and anticipated relationships between the Company and other companies; sales levels, profit levels, pricing and other unpublished financial data; and budget, staffing, compensation, equipment and other items.

d) Information relating to the Company's customer and vendor relationships. This includes performance requirements, development and delivery schedules, device and product pricing and quantities, and other information communicated by the Company to customers or vendors.

You will not use in your work or disclose to the Company any confidential or proprietary information of a third party unless the Company first receives written authorization from the third party allowing the use or disclosure of such information and unless the Company agrees in writing to receive such information on terms acceptable to the Company. You will abide by the restriction imposed on the disclosure and use of such third party information.

You acknowledge that a violation of the provisions of this Agreement dealing with Confidential and Proprietary Information and Intellectual Property may cause significant harm to the Company and that remedies at law may be inadequate to protect against breach of such provisions. Accordingly, you agree that the Company shall be entitled, in addition to any other relief available to the granting of injunctive relief without proof of actual damages or the requirement to establish the inadequacy of any of the other remedies available to it. You agree not to assert any defense in proceedings regarding the granting of any injunction or specific performance based on the availability to the Company of any other remedy.

For a period of one (1) year after leaving the Company's employment, you will give written notice to the new employer of your obligations regarding Intellectual Property, Confidential and Proprietary Information.

For a period of one (1) year after termination of this Contract for whatever cause, you shall not solicit or endeavor to take away from the Company the business of any customers or clients of the Company.

## Intellectual Property and Copyright

While you are an employee of the Company, you will promptly disclose to the Company, all Intellectual Property developed by you, solely or jointly with others, in the course of your employment. Intellectual Property includes each discovery, idea, improvement, or invention you create, conceive, develop or discover, alone or with others, which relates to the Company's business or results from the use of the Company's equipment, supplies, facilities or information. All Intellectual Property, whatever form it is the Company's property. You will assign to and agree to assign to the Company, and its nominees, agents, and legal representatives, all of your worldwide and perpetual rights in Intellectual Property. You will assist the Company in all ways including giving evidence and executing any documents deemed helpful or necessary by the Company to establish, perfect, and register worldwide, at the Company's expense, such rights in Intellectual Property. You will not do anything in connection with the Company's rights in Intellectual Property and will cooperate fully to protect Intellectual Property against misappropriation or infringement by third parties. If you come across any case of infringement of the rights of the Company in its Intellectual Property, you will promptly notify the Company of such infringement and assist the Company in all ways to protect its Intellectual Property.

You hereby agree that the Company will be the copyright owner in all works of every kind and description created or developed by you, solely or jointly with others, in connection with any employment with the Company. If requested to, and at no further expense to the Company, you will execute in writing any acknowledgments or assignments of copyright ownership of such Copyrightable Works as may be appropriate for preservation of the worldwide and perpetual ownership in the Company and its nominees of such copyrights.

# DELL Technologies

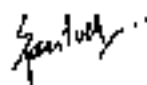
**Correctness of information:** This appointment is based on the information supplied by you in your application for employment. This appointment will be treated as "null and void" if any material error, in the management opinion, is discovered and/or due to non-disclosure of relevant information about you, to the company.

**Service rules:** For all other matters, not specified herein, you shall be governed by the company's policies, conditions of service, service rules and amendments made and communicated from time to time.

**Representation**

You shall retain or be appointed of body, two (62) years unless specifically communicated by the company in writing to continue the services beyond this age.

Regards,



Santosh TK  
Talent Acquisition Director

Verified by  
Arnav Mathur@Dell.com  
Arnav Mathur  
Senior Analyst, Talent Acquisition

**Confirmation of Acceptance**

I, Vasuki Damodar Mogor, confirm that I have read, understood and accept the terms and conditions of employment with Dell. I authorize the Company to make deductions from my wages pursuant to clause "remuneration" of this agreement.

I confirm that I will commence employment with Dell on 11 September 2023.

Signature: 

Jul 13, 2023

Email: vasukimogor2002@gmail.com

Vasuki Damodar Mogor



We have partnered with a vendor to enable you to review and accept employment related documents electronically in an efficient, secure and protected manner. The documents are encrypted. Your electronic signature cannot be changed once signed. You will be able to print out full copies of your signed documentation for your records. Within each document, the system will guide you to all relevant sections which need to be completed and signed.

By signing electronically, you acknowledge and agree that an electronic signature by you will have the same force and effect as your original handwritten signature.

Electronic is our preferred, and most efficient, method for managing the documentation. However, if you prefer, you can print and sign all of the documents, and scan and email the originals to Arnav Mathur / Arnav.Mathur@Dell.com. If you need to return the documentation in a different manner, please let your recruiter know.

\*This offer of employment is subject to the submission of your awaited Marks Cards & Provisional / Convocation Certificate. In the event, the Marks Cards & Provisional / Convocation Certificate are not submitted within the first 10 days of joining the company or you fail to clear the exams, the offer letter shall stand withdrawn and cancelled with immediate effect.

## Annexure

### Relocation Entitlement

You will be offered a Relocation amount of Indian Rupee (INR) 10,00,00,000 (Ten Crores) to be paid out at the discretion of the Company.

The terms and conditions of the Relocation amount are detailed in Annexure of this offer letter. You will separately receive a report regarding your relocation benefits, procedures and service providers. Your relocation expenses must be documented and submitted within three months from your date of hire.

The Company will reimburse for your relocation expenses as per the Company relocation policy applicable for employees relocating within India. The relocation assistance is not automatic. It should have been discussed and agreed upon during the interview. This package is applicable only to those candidates who are relocating from current location to another, as the request of the Company and should be claimed within 90 days of joining. If my employment ends within the first 12 months of the hire date\*, either due to my resignation (regardless of the reason) or because terminates the employment for cause (as determined by the Company at its sole discretion), I will repay to, depending on my length of service, all or part of the sign-on bonus or relocation paid to me (as per the calculation at the end of the sheet). The Relocation Entitlement includes payments may have made to me or on behalf of me for temporary accommodation, travel, household goods movement, vehicle taxes, school admission support, food and laundry (during the first 2 weeks of using temporary accommodation), car hire (during the first 2 weeks of my start date) and all costs towards exploratory visits. The Relocation Entitlement can be recovered from any monies owed to me by Dell International Services India Pvt Ltd (7451). In case I get transferred more than once in a year and if there is a recovery required then only, the expenses from the most recent relocation will be recovered. The relocation expenses prior to the recent relocation will not be considered for recovery even if it falls within a year. The recorder statement available in the employee records shall form the basis of the quantification of the relocation expenses and the same is final.

I agree that the repayment amount for any of the categories as detailed above will become fully due and payable upon the termination of employment. I hereby authorize Dell International Services India Pvt Ltd (7451) to the full extent & owed by me to deduct the repayment amount for any of the categories as detailed above from any monies owed to me by Dell International Services India Pvt Ltd (7451), including, but not limited to wages, paychecks, reimbursement for expenses, payment for unused benefits, refunds of contributions to benefit plans or programs, and/or any other sums payable to me by Dell International Services India Pvt Ltd (7451).

# DELL Technologies

The amount I must repay (referred to as the "Repayment Amount") will be determined using the following formula:

Total Sign-On Bonus (Or Relocation) x [(12 - Full or Partial Months of Service) + 12]

For example, If Dell International Services India Pvt Ltd (7451) pays me a sign-on bonus of Rs. 10,000, and I quit my employment after being employed for six months, the amount I must repay to Dell International Services India Pvt Ltd (7451) is Rs. 5,000 computed as follows: Rs 10,000 x [(12-6) + 12].

Signature:

12/12/2023

Vasuki DeSai [vasukidesai2001@gmail.com](mailto:vasukidesai2001@gmail.com)





Deloitte Consulting India Private Limited  
Salarpuria Softzone, Sy. No. 80/1, 81/1 & 81/2,  
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Outer Ring Road, Bengaluru - 560103, India

Tel: +91 080 6765 5000/ +91 080 6765 4800  
www.deloitte.com

Dec 13, 2022

Ms. Kavana K  
#49, 21st Cross, Bagalagunte,  
Bengaluru, 560072  
India

**Subject: Offer of Employment**

**Dear Kavana K:**

On behalf of Deloitte Consulting India Private Limited (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as Associate Analyst based in Bengaluru.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on February 6, 2023.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of Rs./₹ 225,000/- and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of Rs./₹ 25,000/- subject to your reporting for full-time employment on February 6, 2023. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within 12 months of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these Independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on February 6, 2023, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

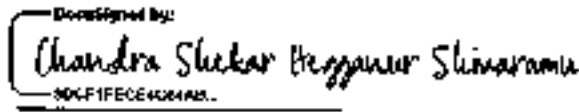
In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within pre-defined boundary if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:00 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Gurugram and Bengaluru.

This offer and Deloitte Consulting India Private Limited employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Kavana, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited  
Best regards,

By:   
30CF1FEC6428A8...  
Signature

Authorized Signatory

#### Acceptance

I, Kavana, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance.

Signature

Date



## Annexure A

Ms. Kavana K

Associate Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	9,500	114,000
House Rent Allowance (HRA)	4,750	57,000
Special Allowance <sup>1a &amp; 1b</sup>	4,805	57,660
Leave Travel Allowance <sup>2</sup>	950	11,400
Differential Allowance	3,079	36,948
Meal Card <sup>3</sup>	2,200	26,400
Employer's contribution to PF	1,880	22,560
<b>Total Salary (In Rs.)</b>	<b>27,684</b>	<b>335,008</b>
Variable Bonus <sup>4</sup>	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium <sup>5</sup>	3,014	36,167

<sup>4</sup>The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

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**Deloitte Consulting India Private Limited**  
Salarpuria Softzone, Sy. No. 80/1, 81/1 & 81/2,  
Bellandur Village, Varthur Hobli, Bengaluru South Taluk,  
Outer Ring Road, Bengaluru - 560103, India

Tel: +91 080 6755 5000/ +91 080 6755 4000  
www.deloitte.com

Dec 13, 2022

**Mr. GOUSIYASABAH HONNALLI**  
#49, 21st Cross, Bagalurunte,  
Bangalore, 550073  
India

**Subject: Offer of Employment**

**Dear GOUSIYASABAH**

**HONNALLI:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **February 6, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 325,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 25,000/-** subject to your reporting for full-time employment on **February 6, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **February 6, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or

Contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within pre-defined boundary if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:00 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Gurugram and Bengaluru.

This letter and Deloitte Consulting India Private Limited employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**GOUSIYASABAH HONNALLI**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited  
Best regards,

DocuSigned by:

Chandra Shekar Heggannur Steinaramu

By:

SDCP1PCE4CHAB..

Signature

Authorized Signatory

#### Acceptance

I, **GOUSIYASABAH HONNALLI**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

Signature

Date

#### Annexure A

**Ms. GOUSIYASABAH HONNALLI**

Associate Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	9,500	114,000
House Rent Allowance (HRA)	4,750	57,000
Special Allowance <sup>1a</sup> & <sup>1b</sup>	4,805	57,660
Leave Travel Allowance <sup>2</sup>	950	11,400
Differential Allowance <sup>3</sup>	3,079	36,948
Meal Card <sup>4</sup>	2,200	26,400

Employer's contribution to PF	1,800	21,400
Total Salary (In Rs.)	27,084	325,008
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premiums	3,014	36,167

\*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd./...

#### Annexure A

<sup>1</sup>All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

#### **Employee Level - Associate Analyst**

#### <sup>1a</sup>Communication Expenses

Only one Post paid mobile, one Land Phone and One Internet connection claimed.

Rs./₹3,000/- per month

#### <sup>1b</sup>Fuel Expenses

Asst of / Driver / Insurance / Repairs & Maintenance bill(s) can be

Rs./₹7,500/- per month

<sup>1a</sup> The Internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

Nature of Expenses	Own Vehicle -Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

2 The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

3 Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

4 Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

# Deloitte

GOUSEYASABAH HONNALLE K

Bengaluru

## Annexure B

### Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by Deloitte Consulting India Private Limited, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office Sakarpuwa Softzone, Sy. No. 80/1, 81/1 & 81/2, Bellandur Village, Varthur Hobli, Bengaluru South Taluk, Outer Ring Road, Bengaluru - 560103, India (the "Employer") as Associate Analyst and other valuable consideration, I acknowledge and agree that:

#### PRELIMINARY MATTERS

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in Exhibit A hereto.

2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on Exhibit B all Pre-existing Agreements or Arrangements. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my Employment. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of Employment or my becoming, and serving as, Associate Analyst of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### PROTECTION OF OUR BUSINESS

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing on Exhibit C to this Agreement, I represent and warrant that I have no Proceedings to report. Should I become a subject of any

Proceedings during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.

4. **Confidentiality.** I acknowledge that, by virtue of my Employment, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.
5. **Third Party Information and Property.** I agree that during my Employment, I shall not use or disclose any confidential information or intellectual property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such *Confidential Information* or *Intellectual Property* without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my Employment I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the Systems. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the Systems only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or Systems performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the Systems for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the Systems for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

**10. Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all Works.

b. I agree that all Works are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all Intellectual Property Rights therein vest automatically in the Employer upon creation of the Works. I agree that, to the extent any Work is held not to be a work made for hire, I hereby irrevocably assign all Intellectual Property Rights in the Work to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my Employment, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any Works to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any Intellectual Property Rights, and otherwise perfecting, protecting and enforcing said Intellectual Property Rights in, any Works. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such Works and Intellectual Property Rights therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any Works.

I also agree to assign all my right, title and interest in and to any particular Works to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any Works assigned hereunder to the Employer.

d. During a 12 month period after termination of my Employment, I agree that any Intellectual Property I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using Deloitte Property, is a Work that is subject to Paragraph 10 (b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting Intellectual Property of the Deloitte Entities.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all Works developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to Pre-existing Creations and Personal Creations. I warrant and agree that I have listed on Exhibit B all Pre-existing Creations. I acknowledge and agree that I will not assert any ownership rights against the Deloitte Entities, or their respective clients, with respect to any Pre-existing Creations unless they appear on Exhibit B, and Exhibit B has been accepted and agreed to by an Authorized Signatory who has signed at the bottom of such Exhibit B. I further agree that I shall not use any Pre-existing Creations or Personal Creations in connection with my Employment without the prior written consent of an Authorized Signatory. To the extent that I use any Pre-existing Creations or Personal Creations in connection with my Employment, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such Pre-existing Creations or Personal Creations for any purpose including, but not limited to, client engagements.

12. **Post-Employment Restrictions re: Clients.** I acknowledge that, because of the nature of my work for a Deloitte Entity, my solicitation or serving of certain clients related to my work for a Deloitte Entity would necessarily involve the unauthorized use or disclosure of Confidential Information, and the proprietary relationships and goodwill of the Deloitte Entities, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another Deloitte Entity with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independent regulatory requirement of a regulatory body. Accordingly, during the period of my Employment and for a period of one year thereafter, I will not, directly or indirectly, solicit or provide services to any existing client of a Deloitte Entity with which I had personal contact and provided services during the two-year period prior to termination of my Employment.





Deloitte Consulting India Private Limited  
Salarpuria Softzone, Sy. No. 80/1, 81/1 & 81/2,  
Bellandur Village, Varthur Hobli, Bengaluru South Taluk,  
Outer Ring Road, Bengaluru - 560103, India

Tel: +91 080 6755 5000/ +91 080 6755 4000  
www.deloitte.com

Dec 14, 2022

Ms. Ashwini N  
No 625 2nd Main Muneswara Sadovane Laggere,  
Bengaluru, 560036  
India

**Subject: Offer of Employment**

Dear Ashwini N:

On behalf of Deloitte Consulting India Private Limited (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **February 6, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 325,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./₹ 25,000/-** subject to your reporting for full-time employment on **February 6, 2023**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **February 6, 2023**, or an alternative mutually agreed upon date.

## Annexure A

Ms. Ashwini N

Associate Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	9,500	114,000
House Rent Allowance (HRA)	4,750	57,000
Special Allowance <sup>1a &amp; 1b</sup>	4,805	57,660
Leave Travel Allowance <sup>2</sup>	950	11,400
Differential Allowance	3,879	46,548
Meal Card <sup>3</sup>	2,200	26,400
Employer's contribution to PF	1,800	21,600
<b>Total Salary (In Rs.)</b>	<b>27,084</b>	<b>325,008</b>
Variable Bonus <sup>4</sup>	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium <sup>5</sup>	3,014	36,167

\*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

**Annexure A**

<sup>1</sup>All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Fuel & Maintenance Expenses as per eligibility mentioned below:

**Employee Level -  
Associate Analyst**

**<sup>1a</sup>Communication Expenses**

Only one Post paid mobile, one Land Phone and One Internet connection bill(s) can be claimed.

**Rs./₹3,000/- per month**

**<sup>1b</sup>Fuel Expenses**

Permit / Driver / Insurance / Repairs & Maintenance

**Rs./₹7,500/- per month**

<sup>1a</sup> The Internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current parquiste valuation rules.

Nature of Expenses	Own Vehicle -Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		
	<= 1600 cc	> 1600 cc	Two Wheelers
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Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

<sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>4</sup> Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of Insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

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Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

**Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.**

Your compensation above is subject to Income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

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This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

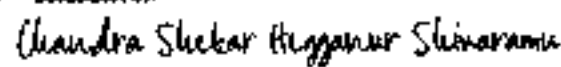
In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within pre-defined boundary if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:00 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Gurugram and Bengaluru.

This letter and Deloitte Consulting India Private Limited employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Ashwini, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited  
Best regards,


By:   
Signature

Authorized Signatory

#### Acceptance

I, Ashwini, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

  
Signature

Dec 14, 2022  
Date





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 7141 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in/en

**Superset ID: 1387924**

**Letter of Intent ("LOI")**

Dear Hemalatha P,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Analyst and A3 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 LOI, 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), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1387924**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1387924**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1387924**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

**Teginder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Hemalatha P**  
**Associate and A3**

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 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand 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**

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Regd Office: Pune Hingewadi Regd. Office No. 14, Fapy Gandhi Infotech Park, Hingewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U05110PN1803PLC145850 Page 3 of 3





Capgemini Technology Services India Limited  
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**Superset ID: 1387924**

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Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

This is a system generated document and does not need for signature

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## **ANNEXURE 1**

**Hemalatha P**

**Associate and A3**

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**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**







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[www.capgemini.com/in/en](http://www.capgemini.com/in/en)

**Superset ID: 2299835**

## **Letter of Intent ("LOI")**

Dear Ashwita U,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3 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.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact [freshhiring.in@capgemini.com](mailto:freshhiring.in@capgemini.com), please ensure below format of email subject -

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Supersat ID 2299835**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

**Tejinder Sethi**

**Head - Fresher Hiring**

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## **ANNEXURE 1**

**Ashwliha U**

**Associate and A3**

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 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand 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**

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Dear Sonal S Nazre,

Thank you for exploring career opportunities with CGI. You have successfully completed our initial selection process and we are pleased to inform that you will be eligible for an employment offer with CGI subject to completion of the Future Talent Training Programme and other conditions as detailed below. Your selection is based on your profile and performance during the initial selection process. You will be offered the position of Associate Software Engineer and your gross compensation will be **INR 302000 per annum**. The gross compensation mentioned is exclusive of Profit Participation Plan (PPP), Share Purchase Plan (SPP) and Billable Allowance. A detailed compensation break-up, date of joining and work location will be shared in your offer letter upon the successful completion of the Future Talent Training Programme.

The 'Future Talent' Training Programme is intended to:

- help fresh graduates project ready professionals aligned to the Skill India philosophy supported by CGI;
- strengthen fundamentals of computer science, up-skilling on certain technologies in an environment designed to simulate actual project work;
- enable working in a team either physically at the designed location or in a virtual work environment depending upon the business needs.

The duration of the training will be for approximately 3-8 weeks with quality gate assessment at the end of the said 3-8 weeks. The training curriculum, location and mode of training shall be notified to you prior to the commencement of the Training Programme.

The training will be provided at no cost and you will to make your own arrangements and bear all expenses relating to your participation in the Training Programme, including but not limited to cost of accommodation, transportation, internet and telephone, etc...

You will be subject to periodic module assessments and milestones-based assessments throughout the Training Programme. The results of the assessments will be informed to you by CGI at the end of the Training Programme and CGI's decision in this regard will be final.

Other conditions for being eligible for employment offer, include but not limited to:

- Successful completion of graduation with a minimum of 65% of marks and no backlog in any semester;
- Submission of all requisite documents as notified by CGI at the time of offer of employment;
- Submission of requisite IT certifications



You agree to comply with all instructions for completion of the Training Programme as communicated by CGI from time to time during the course of the Training Programme. CGI reserves the right to suspend, terminate or withdraw the Training Programme at any time without any prior notice. More details of the Training Programme will be shared with you upon acceptance of the terms herein and your enrollment as a Participant in the Training Programme.

You acknowledge and agree that this is merely an opportunity to enroll to the Training Programme, and does not constitute employment or offer of employment or any similar relation is intended to be created.

We thank you for your interest in the opportunity with CGI and look forward to your participation in the Training Programme.

Yours Sincerely  
For CGI Information Systems and  
Management Consultants Pvt. Ltd

  
**Ritesh Ranjan**  
Vice President

Please indicate your acceptance of the Terms above by replying to this mail within 2 days with the response *"I have read, understood and accept the Terms of the Training Programme and agree to abide by all instructions issued by CGI in connection with my participation"*.

Full Name: **SONAL S NAZRE**

Date: **23-03-2022**

Signature: 

Any query please reach out to  
[jisa.john@cgi.com](mailto:jisa.john@cgi.com)  
[nikhil.sebastian@cgi.com](mailto:nikhil.sebastian@cgi.com)







To,

Name : Chandu Bhaklarahalli Aswathappa

**Re: Important information post your clearance of the Interview process during the Campus Visit**

Dear Chandu Bhaklarahalli Aswathappa,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program, they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in Annexure A. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - System and Application Services Associate
- Annual fixed compensation for the fiscal will be INR 3,00,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 25,600. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Maximum Annual Total earning potential - 3,25,600
- Additional Notional Benefits: Gratuity as per law (if applicable) + Benefits: INR 8,000  
# Gratuity amount shown above 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.
- Maximum Annual Total earning potential + Total Additional Benefits - INR 3,33,600/-  
You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

**"This is an electronically generated document does not require signatures"**

# BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

Date: 05/10/2022

Sanjana Subhash

C-11074642

no 3, 3rd block, brothers colony, near jwm school , chikkabeswara, bengaluru  
8880878624

Dear Sanjana Subhash,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, 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 documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment" effective from your date of joining. 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, 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: 10/1 May-2022

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Candidate's Signature \_\_\_\_\_

Reference Id: 7efebc4c-5094-432f-8ef5-8468959bf7b2\_1  
Signed By: MAHESH VASUDEO ZURALE

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 based 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 both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

**Fundamental Skill Primers Learning Module:** As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 80% will need to be scored for successful clearance. If you are unable to score 80% in the first attempt, you will have up to two additional attempts and will be required to score minimum 80% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning incentive of INR 10,000.

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 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 14 days (fourteen 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 14 days (fourteen 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.

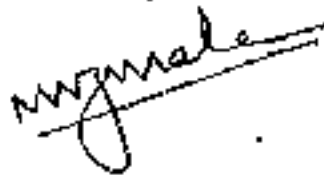
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/India/careers/countdown/Pages/welcome-india.aspx>). This online, 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 write them on <https://indiacampus.accenture.com/indiazone/accelenture/auth/login>

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,



Mahesh Vasudeo Zurele  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Sanjana Subhash

## ANNEXURE I

### **COMPENSATION & BENEFITS**

Annual Total Cash compensation structure as per the Company guidelines is:

Annual Total Cash Compensation Structure	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000/-
(B) Local Variable Bonus (LVB) earning potential (at minimum 0.5%)	25,500/-
Maximum Annual Total earning potential(A+B)	3,25,500/-
<b>Additional Allowances and</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 11,500/-
<b>Maximum Annual Total earning potential (A+B+C+D+E)</b>	<b>INR 3,42,000/-</b>
<b>(D) Additional Discretionary Reimbursements</b>	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
<b>(E) Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 4,500/- (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

#### (A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employee'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 program (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 program guidelines. The LVB will be paid out subject to you being on the roster 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.

#### **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/regulations 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.

#### **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:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

#### **i. Medical:**

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our insurer and is subject to

review from time to time.

c) 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, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. # (C) Gratuity amount shown above is an indicative approximation of your annual 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 may be amended from time to time), payable as per the Company policy on your exit.

# (C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

# (D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time based company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his / her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service.

In addition to the above, you will also be eligible for the following benefits:

- + One time relocation allowance subject to a maximum of INR 2500.00/- on submission of actual supporting as per policy.
- + 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 above benefits & 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.



**GST Clause:**

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 reserved 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 changes. 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 shortfall/s will be adjusted against any further amounts due and payable to you.

**General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## **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 Deg.
5. Copy of Degree/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 meet by governing regulating authorities like EPFO, ESIC, labour welfare. Please note that by voluntarily sharing your Aadhaar details, you the company and which are bound by confidentiality provisions company including but not limited to making verifications. Do not as well as completing KYC requirements of EPFO is necessary contributions to the regulators.

accenture

**Come work at the  
heart of change**



To,

Name : Tejaswini Ramamurthy

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Tejaswini Ramamurthy,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- ♦ The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
- ♦ After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
- ♦ After a new joiner has completed the Fundamental Skill Primers Program, they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

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If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in Annexure A. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - System and Application Services Associate
- Annual fixed compensation for the fiscal will be INR 3,00,000; † Includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 25,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Maximum Annual Total earning potential - 3,25,500
- Additional Notional Benefits: Gratuity as per law (if applicable) + Benefits: INR 0,000  
# Gratuity amount shown above 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.
- Maximum Annual Total earning potential + Total Additional Benefits - INR 3,33,500/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

**"This is an electronically generated document does not require signatures"**

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# BE YOURSELF, MAKE A DIFFERENCE.



Sincerely Private and Confidential

18-Mar-2022

Tejaswini Ramamurthy

C10855747

#39/19, 4th block, 9th cross, Nandini layout, Bangalore 560096

**Subject: Offer of Employment ("Offer")**

Dear Tejaswini,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

**Job Profile - System and Application Services Associate**

**Management Level – L2**



Please refer to:

Appendix I for the compensation and benefits details.

Appendix 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 effective from your date of joining. 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, 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.

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 based 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-docs@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 both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

**Fundamental Skill Primers Learning Module:** As you are aware that, as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further elaborates and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream learning program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your service with the Company shall be terminated as per Clause (4) outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning incentive of INR 10,000.



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 online, 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 any feedback/ suggestion or have any query, feel free to write an e-mail to [hr@indiacampus.accenture.com](mailto:hr@indiacampus.accenture.com) or [myzone@accenture.com/india](mailto:myzone@accenture.com/india).

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:



Mahesh Vasudeo Zurale

Senior Managing Director  
Lead, Advanced Technology Centers, India

Tejaswini Ramamurthy

Date:

Dec 2021

3

Candidate's Signature \_\_\_\_\_

## **ANNEXURE 1**

### **COMPENSATION & BENEFITS**

**Annual Total cash compensation structure as per the Company guidelines is:**

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	25,500
Maximum Annual Total earning potential (A+B)	3,25,500
(C) Annual National Benefits	
# (C) Gratuity as per law + Benefits	8,000
Annual Total earning potential + Annual National Benefits (A+B+C)	INR 3,33,500

#### **(A) Annual Fixed Compensation**

Your annual fixed compensation is INR 3,00,000. 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 program (LVB). Your indicative pay out can range from 0% to 8.5% of the promoted 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 program 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 pro-rated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

#### **Notes: 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, effective your date of joining, you will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to INR 300000/- per annum.
  - a. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 1,00,00,00/- & any additional child up to INR 50,00,00/- under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 100,00,000/-. The entire premium for this will have to be borne by you. These plan allow 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 such claims, as under :
    - \* 10% of such claims for self, spouse and 2 dependent children.
    - \* 20% of such claims for parents, parents-in-law, siblings, and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your annual fixed compensation
  - a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with a minimum cover of INR 50,00,000/-. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. Gratuity as per The Payment of Gratuity Act, 1972.
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

**Employee Stock Purchase Plan (ESPP):** The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his / her stake in Accenture's success.

In addition to the above, you will also be eligible for the following benefits:

1. <sup>B</sup>(C)Gratuity amount shown above 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, or 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

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 one (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 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.

The Accenture logo, featuring the word "accenture" in a lowercase, sans-serif font.

**Come work at the  
heart of change**



To,

**Name : Chandu Bhaktarahalli Aswathappa**

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Chandu Bhaktarahalli Aswathappa,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

- The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
- After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.



If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in Annexure A. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - System and Application Services Associate
- Annual fixed compensation for the fiscal will be INR 3,00,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 25,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Maximum Annual Total earning potential - 3,25,500
- Additional Notional Benefits: Gratuity as per law (if applicable) • Benefits: INR 8,000  
# Gratuity amount shown above 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.
- Maximum Annual Total earning potential + Total Additional Benefits - INR 3,33,500/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

"This is an electronically generated document does not require signatures"





## OFFER LETTER

Dated:

Dear Bindushree

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on March 20<sup>th</sup> 2023

On the date of joining, we would explain you in detail the schedules.

### NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Software Testing/Software Development & General Aptitude.**
- No other programs are included in this training module.

### RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments on time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards-10<sup>th</sup> 12<sup>th</sup>/PUC, Degree and Govt ID proof.

This letter is valid on the date of joining mentioned in the mail. If you join on any other date the training will not be valid. You may have to pay the fees.



Qspiders Campus Connect Team.

☎ 95136 84738 / 76191 63087

✉ Info@campus.qspiders.com

📍 01, Hayavadana Rao Rd,  
Basappa Layout, Gavipuram Extn.

Kombacauda Nagar, Basappa Layout, Kumbakonam - 612 004



**OFFER LETTER**

Dated:

Dear Amulya

We are happy to inform you that you have been short listed in our screening test.

Training in our Incubation centre starts on March 20<sup>th</sup> 2023

On the date of joining, we would explain you in detail the schedules.

**NOTE:**

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Software Testing/Software Development & General Aptitude.**
- No other programs are included in this training module.

**RULES:**

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments on time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards-10<sup>th</sup> 12<sup>th</sup>/PUC, Degree and Govt ID proof.

This letter is valid on the date of joining mentioned in the mail. If you join on any other date, the training will not be valid. You may have to pay the fees.



QSPIDERS CampusConnect Team.

☎ 95136 84738 / 76191 63087

✉ info@campus.qspiders.com

📍 01, Hayavadana Rao Rd,

Basappa Layout, Gavipuram Extn.

Kempegowda Nagar, Bengaluru, Karnataka - 560019

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## OFFER LETTER

Dated:

Dear Priya Tiwari,

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on March 20<sup>th</sup>, 2023

On the date of joining, we would explain you in detail the schedules.

### NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Software Testing/Software Development & General Aptitude.
- No other programs are included in this training module.

### RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments on time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards-10<sup>th</sup> 12<sup>th</sup>/PUC, Degree and Govt ID proof

This letter is valid on the date of joining mentioned in the mail. If you join on any other date, the training will not be valid. You may have to pay the fees.



Thank & Regards,  
QSpiders, Campus Connect Team.

☎ 95136 84738 / 76191 63087

✉ info@campus.qspiders.com

8, 01, Hayavadana Rao Rd,  
Basappa Layout, Gavipuram Extn.

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## OFFER LETTER

Dated:

Dear Ramya Shivakumar

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on March 20<sup>th</sup> 2023

On the date of joining, we would explain you in detail the schedules.

### NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Software Testing/Software Development & General Aptitude.**
- No other programs are included in this training module.

### RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments on time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards-10<sup>th</sup> 12<sup>th</sup>/PUC, Degree and Govt ID proof.

This letter is valid on the date of joining mentioned in the mail. If you join on any other date, this training will not be valid. You may have to pay the fees.

Thank & Regards,

Qspiders Campus Connect Team.

☎ 95136 84738 / 76191 63087

✉ [info@campus.qspiders.com](mailto:info@campus.qspiders.com)

📍 01, Hayavadana Rao Rd.

Basappa Layout, Govipuram Extn.

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## OFFER LETTER

Dated:

Dear Sushmitha . D

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on March 20<sup>th</sup> 2023

On the date of joining, we would explain you in detail the schedules.

### NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Software Testing/Software Development & General Aptitude.**
- No other programs are included in this training module.

### RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments on time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards-10<sup>th</sup> 12<sup>th</sup>/PU/C, Degree and Govt ID proof.

This letter is valid on the date of joining mentioned in the mail. If you join on any other date, free training will not be valid. You may have to pay the fees.



QSpiders CampusConnect Team.

☎ 95136 84738 / 76191 63087

✉ info@campus.qspiders.com

📍 01, Hayavadana Rao Rd,

Basappa Layout, Gayipuram Extn.

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## OFFER LETTER

Dated.

Dear H. Gowthami,

We are happy to inform you that you have been short listed in our screening test

Training in our incubation centre starts on March 20<sup>th</sup> 2023

On the date of joining, we would explain you in detail the schedules.

### NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Software Testing/Software Development & General Aptitude.**
- No other programs are included in this training module.

### RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments on time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards-10<sup>th</sup> 12<sup>th</sup>/PUC, Degree and Govt ID proof.

This letter is valid on the date of joining mentioned in the mail. If you join on any other date, free training will not be valid. You may have to pay the fees.



QSpiders CampusConnect Team

☎ 95136 84738 / 76191 63087

✉ info@campus.qspiders.com

Q. 01, Hayavadana Rao Rd,

Basappa Layout, Gavipuram Extn.

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## OFFER LETTER

Dated:

Dear Vasuki Damodar Mager

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on March 20<sup>th</sup> 2023

On the date of joining, we would explain you in detail the schedules.

### NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Software Testing/Software Development & General Aptitude.
- No other programs are included in this training module.

### RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / Interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments on time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards-10<sup>th</sup> 12<sup>th</sup>/PUC, Degree and Govt ID proof.

This letter is valid on the date of joining mentioned in the mail. If you join on any other date, the training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

☎ 95136 84738 / 76191 63087

@ info@campus.qspiders.com

2. 01, Hayavadana Rao Rd,

Bosappa Layout, Gavipuram Extn.

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## OFFER LETTER

Dated:

Dear Gousiyasabah Z. Honnalli

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on March 20<sup>th</sup> 2023

On the date of joining, we would explain you in detail the schedules.

### NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Software Testing/Software Development & General Aptitude.
- No other programs are included in this training module.

### RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments on time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards-10<sup>th</sup> 12<sup>th</sup>/PUC, Degree and Govt ID proof.

This letter is valid on the date of joining mentioned in the mail. If you join on any other date, training will not be valid. You may have to pay the fees.



Qspiders Campus Connect Team.

☎ 95136 84738 / 76191 63087

✉ info@campus.qspiders.com

8, 01, Hayavadana Rao Rd,

Basappa Layout, Gavipuram Extn.

Kannur Road, Mysore

3

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**INFOSYS BPM LIMITED**

(Formerly Known as Infosys BPM Limited)

Regd. Office: Plot Nos. 26/3, 26/4 and 26/6, Hosur Road

Electronics City, Bengaluru - 560 108, India

Tel : 91 80 2852 2405 Fax : 91 80 2852 2411

Corporate Identity Number : U72200KA2002PL000310

Website : www.infosysbpm.com

**Infosys®**

Date: 13, January 2023

**Letter of Intent**To Mr./Ms./Mx. **PUSHPA.R**

Greetings from Infosys BPM!

We are pleased to note your interest in working with "Infosys BPM Limited". Based on the evaluation of your performance during the initial selection process, the Company is issuing you this "Letter of Intent" to inform you that the Company has shortlisted you for the next stage of its selection process. The details of the next stage of the selection process will be communicated to you by the Company's representative.

Please note that this Letter does not constitute an offer of employment and does not constitute the Company's intent to extend you an offer of employment at any future date. This Letter only signifies your progression to the next stage of the selection process and does not guarantee your selection with the Company. Should you successfully complete the selection process, the Company may at its sole discretion extend you an offer of employment by sending the same to your email address provided to the Company.

You understand that any offer of employment extended to you by the Company after successful completion of the selection process would be subject to you successfully clearing your background verification as well as graduating with: B.COM... .. (grade/CGPA/percentage in: ... .. (name of the course) ... .. (college/university name)). Any failure to successfully complete the background verification or graduate with the required qualifications shall result in withdrawal of offer of employment, or termination of employment if you have already joined the Company.

Prior to moving forward with the selection process, there are certain terms and conditions that each candidate applying for employment with the Company must be aware of, including but not limited to the following:

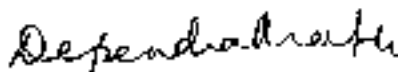
1. A candidate selected by the Company may be assigned to work at, deputized or be transferred to any of the Company's units, departments, locations, affiliate entities or subsidiary companies. Any candidate selected by the Company is required to undertake the responsibilities assigned to such candidate in the location/departments/unit as may be determined by the Company.
2. A candidate, if selected, is required to submit certain documents at the time of joining the Company. The Company will communicate to the candidate the list of such documents once it decides to make an offer of employment to the candidate. The candidate is required to submit each of such documents, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment, or termination of employment if the candidate has already joined the Company.
3. A candidate has to be medically fit at the time of joining the Company. A candidate may be required to submit a medical certificate certified by a medical practitioner, in the form and manner prescribed by the Company. In addition to this, the Company reserves the right to conduct further medical checks if deemed necessary.
4. Each candidate who is made an offer of employment by the Company will be required to register on (www.nationalskillregistry.com) before joining the Company at its own expense, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment, or termination of employment if the candidate has already joined the Company.

The Company reiterates that this Letter is being issued to inform you that you are shortlisted for the next stages of the selection process only and does not bind the Company to any employment relationship with you or obligate the Company to make an offer of employment to you. Please ensure that you have carefully read and understood the abovementioned essential terms and conditions while going forward with the selection process. We look forward to your participation in the further rounds of selection.

For any further clarifications, please do reach out to us at bpm\_campusteam@infosys.com.

Yours sincerely,

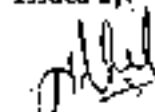
For Infosys BPM Ltd.



Dependra Matha

SVP - Head Human Resource Development - BPM

Issued By:

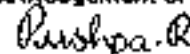


Signature:

Issuer's Name: UIMA SHARMA

Issuer's Emp. No.: 426577

Acknowledgement of receipt:



Name: PUSHPA.R

Date: 13, January 2023

Location: BANGALORE

Infosys BPM Ltd.

Page 1 of 1

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**INFOSYS BPM LIMITED**

(Formerly Known as Infosys BPM Limited)  
 Regd. Office: Plot Nos. 26/3, 26/4 and 26/6, Motilal Road  
 Electronics City, Bengaluru - 560 100, India  
 Tel : 91 80 2052 2005 Fax : 91 80 2052 2111  
 Corporate Identity Number : 17221MEAZND2FLUC30310  
 Website : [www.infosysbpm.com](http://www.infosysbpm.com)

# Infosys®

Date: 13, February, 2023

## Letter of Intent

To Mr/Ms/Mr. **MARSHIKA . L**

Greetings from Infosys BPM!

We are pleased to note your interest in working with "Infosys BPM Limited". Based on the evaluation of your performance during the initial selection process, the Company is issuing you this "Letter of Intent" to inform you that the Company has shortlisted you for the next stage of its selection process. The details of the next stage of the selection process will be communicated to you by the Company's representative.

Please note that this Letter does not constitute an offer of employment and does not constitute the Company's intent to extend you an offer of employment at any future date. This Letter only signifies your progression to the next stage of the selection process and does not guarantee your selection with the Company. Should you successfully complete the selection process, the Company may at its sole discretion extend you an offer of employment by sending the same to your email address provided to the Company.

You understand that any offer of employment extended to you by the Company after successful completion of the selection process would be subject to your successfully clearing your background verification as well as graduating with B.A. LL.B. (Grade/CGPA/percentage in 72.71 (name of the course) Maharaja Lakshmi Ammal College (college/university name)). Any failure to successfully complete the background verification or graduate with the required qualifications shall result in withdrawal of offer of employment, or termination of employment if you have already joined the Company.

Prior to moving forward with the selection process, there are certain terms and conditions that each candidate applying for employment with the Company must be aware of, including but not limited to the following:

1. A candidate selected by the Company may be assigned to work at, deputed or be transferred to any of the Company's units, departments, locations, affiliate entities or subsidiary companies. Any candidate selected by the Company is required to undertake the responsibilities assigned to such candidate in the location/department/unit as may be determined by the Company.
2. A candidate, if selected, is required to submit certain documents at the time of joining the Company. The Company will communicate to the candidate the list of such documents once it decides to make an offer of employment to the candidate. The candidate is required to submit each of such documents, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment, or termination of employment if the candidate has already joined the Company.
3. A candidate has to be medically fit at the time of joining the Company. A candidate may be required to submit a medical certificate certified by a medical practitioner, in the form and manner prescribed by the Company. In addition to this, the Company reserves the right to conduct further medical checks if deemed necessary.
4. Each candidate who is made an offer of employment by the Company will be required to register on ([www.nationalskillsregistry.com](http://www.nationalskillsregistry.com)) before joining the Company at its own expense, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment, or termination of employment if the candidate has already joined the Company.

The Company reiterates that this Letter is being issued to inform you that you are shortlisted for the next stages of the selection process only and does not bind the Company to any employment relationship with you or obligate the Company to make an offer of employment to you. Please ensure that you have carefully read and understood the above mentioned essential terms and conditions while going forward with the selection process. We look forward to your participation in the further rounds of selection.

For any further clarifications, please do reach out to us at [bpm\\_campusrec@infosys.com](mailto:bpm_campusrec@infosys.com).

Yours sincerely,

For Infosys BPM Ltd.

*Dependra Mathu*

Dependra Mathu  
 SVP - Head Human Resource Development - BPM

Issued By:

*[Signature]*

Signature:

Issuer's Name: *Dependra Mathu* Date: *13 February 2023*  
 Issuer's Emp. No.: *926577* Location: *Bangalore*

Acknowledgement of receipt:

*[Signature]*



**INFOSYS BPM LIMITED**

(Formerly known as Infosys BPM Limited)  
 Regd. Office Plot Nos. 26/3, 26/4 and 26/5, Hosur Road  
 Electronics City, Bengaluru - 560 100, India  
 Tel: 91 80 2852 2410 Fax: 91 80 2852 2411  
 Corporate Identity Number: U72200KA2002PLC0310310  
 Website: www.infosysbpm.com



Date: 13/1/2023

**Letter of Intent**

10

To Mr./Ms./Mr. **Jyothika R**

Greetings from Infosys BPM

We are pleased to note your interest in working with "Infosys BPM Limited". Based on the evaluation of your performance during the initial selection process, the Company is issuing you this "Letter of Intent" to inform you that the Company has shortlisted you for the next stage of its selection process. The details of the next stage of the selection process will be communicated to you by the Company's representative.

Please note that this Letter does not constitute an offer of employment and does not constitute the Company's intent to extend you an offer of employment at any future date. This Letter only signifies your progression to the next stage of the selection process and does not guarantee your selection with the Company. Should you successfully complete the selection process, the Company may at its sole discretion extend you an offer of employment by sending the same to your email address provided to the Company.

You understand that any offer of employment extended to you by the Company after successful completion of the selection process would be subject to you successfully clearing your background verification as well as graduating with.....~~with~~..... (grade/CGPA/percentage in.....~~in~~..... (name of the course).....~~at~~.....~~at~~..... college/university name). Any failure to successfully complete the background verification or graduate with the required qualifications shall result in withdrawal of offer of employment, or termination of employment if you have already joined the Company.

Prior to moving forward with the selection process, there are certain terms and conditions that each candidate applying for employment with the Company must be aware of, including but not limited to the following:

1. A candidate selected by the Company may be assigned to work at, deputed or be transferred to any of the Company's units, departments, locations, affiliate entities or subsidiary companies. Any candidate selected by the Company is required to undertake the responsibilities assigned to such candidate in the location/departments/unit as may be determined by the Company.
2. A candidate, if selected, is required to submit certain documents at the time of joining the Company. The Company will communicate to the candidate the list of such documents once it decides to make an offer of employment to the candidate. The candidate is required to submit each of such documents, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment, or termination of employment if the candidate has already joined the Company.
3. A candidate has to be medically fit at the time of joining the Company. A candidate may be required to submit a medical certificate certified by a medical practitioner, in the form and manner prescribed by the Company. In addition to this, the Company reserves the right to conduct further medical checks if deemed necessary.
4. Each candidate who is made an offer of employment by the Company will be required to register on [www.nationalskillregistry.com] before joining the Company at its own expense, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment, or termination of employment if the candidate has already joined the Company.

The Company reiterates that this Letter is being issued to inform you that you are shortlisted for the next stages of the selection process only and does not bind the Company to any employment relationship with you or obligate the Company to make an offer of employment to you. Please ensure that you have carefully read and understood the above-mentioned essential terms and conditions while going forward with the selection process. We look forward to your participation in the further rounds of selection.

For any further clarifications, please do reach out to us at [bpm\\_campusbeam@infosys.com](mailto:bpm_campusbeam@infosys.com).

Yours sincerely,

For Infosys BPM Ltd.



Dependra Mathu  
 SVP – Head Human Resource Development – BPM

Issued By:



Signature:

Issuer's Name: **Uthayakrishnan**Issuer's Emp. No.: **926577**

Acknowledgement of receipt:

**Jyothika R**Name: **Jyothika R**Date: **13 Jan 2023**Location **Bangalore**

Infosys BPM Ltd.

Page 1 of 1

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Date: 13, January 2023

Letter of Intent

To Mr/Ms/Mx. BHAVYA.S

Greetings from Infosys BPM!

We are pleased to note your interest in working with "Infosys BPM Limited". Based on the evaluation of your profile received during the initial selection process, the Company is issuing you this "Letter of Intent" to inform you that the Company has shortlisted you for the next stage of its selection process. The details of the next stage of the selection process will be communicated to you by the Company's representative.

Please note that this Letter does not constitute an offer of employment and does not constitute the Company's intent to extend you an offer of employment at any future date. This Letter only signifies your progression to the next stage of the selection process and does not guarantee your selection with the Company. Should you successfully complete the selection process, the Company may at its sole discretion extend you an offer of employment by sending the same to your email address provided to the Company.

You understand that any offer of employment extended to you by the Company after successful completion of the selection process would be subject to you successfully clearing your background verification as well as graduating with B.LOM (grade/CGPA/percentage) 73.63% (name of the course) MLA (college/university name). Any failure to successfully complete the background verification or graduate with the required qualifications shall result in withdrawal of offer of employment, or termination of employment if you have already joined the Company.

Prior to moving forward with the selection process, there are certain terms and conditions that each candidate applying for employment with the Company must be aware of, including but not limited to the following:

1. A candidate selected by the Company may be assigned to work at, deputised or be transferred to any of the Company's units, departments, locations, affiliate entities or subsidiary companies. Any candidate selected by the Company is required to undertake the responsibilities assigned to such candidate in the location/departments/unit, as may be determined by the Company.
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3. A candidate has to be medically fit at the time of joining the Company. A candidate may be required to submit a medical certificate certified by a medical practitioner, in the form and manner prescribed by the Company. In addition to this, the Company reserves the right to conduct further medical checks if deemed necessary.
4. Each candidate who is made an offer of employment by the Company will be required to register on [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com) before joining the Company at its own expense, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment, or termination of employment if the candidate has already joined the Company.

The Company reiterates that this Letter is being issued to inform you that you are shortlisted for the next stages of the selection process only and does not bind the Company to any employment relationship with you or obligate the Company to make an offer of employment to you. Please ensure that you have carefully read and understood the above-mentioned essential terms and conditions while going forward with the selection process. We look forward to your participation in the further rounds of selection.

For any further clarifications, please do reach out to us at [bpm\\_campuscare@infosys.com](mailto:bpm_campuscare@infosys.com).

Yours sincerely,

For Infosys BPM Ltd.

*Dependra Mathu*

Dependra Mathu  
SVP - Head Human Resource Development - BPM

Issued By:

*[Signature]*

Signature:

Issuer's Name: *Dependra Mathu*

Issuer's Emp. No.: *9265*

Acknowledgement of receipt:

*Bhavya.S*

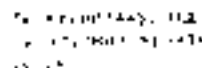
Name: *BHAVYA.S*

Date: *13 January 2023*

Location: *BANGALORE*







**This file is signed using digital signature.**

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EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RHZ Infinity, Old Madras Road,  
Bangalore, K.R. Puram,  
Bangalore - 560016  
Karnataka, India

Tel: +91 080 6601 3000  
Fax: +91 080 6601 3330  
EY.co.in

24 January, 2023

Ms Charu Ramalingam  
Doddamma Temple Street,  
Shampura, Shampura Railway Gate,  
Bangalore,  
Karnataka - 560045

Contact No: +91 6362300537  
Email: charuramalingam200@gmail.com

Dear Charu,

Subject: Offer letter

With reference to your application and the subsequent interview you had with us, we are pleased to make this offer to you on a fixed term contract in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

**1. CONTRACT PERIOD AND POSITION:**

The period of contract is fixed for a period of 3 months starting from 30 January, 2023 and ends on 28 April, 2023. You will be offered the position of Intern in the Firm. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time.

**2. DUTIES:**

You will perform duties and services as required in relation to the affairs of the Firm as may be assigned to you from time to time. During the term of your contract with the Firm, you shall (a) faithfully and diligently perform your duties, (b) use your best endeavours to promote the business interest of the Firm, (c) devote your full time, attention and efforts to serve the Firm, and (d) not directly or indirectly engage or be interested in any activity, which competes with the Firm or conflicts with your duties to the Firm.

**3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

**4. DATE OF JOINING:**

As per our discussion your date of joining will be 30 January, 2023

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC053751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP identity No. AAL - 2743) effective 30 November, 2017. Regd Office: 3rd Floor, Tower 'C', RHZ Infinity, Old Madras Road, Bangalore, K.R. Puram Bangalore - 560016, India

This file is signed using Digital Signature.



Building a better  
working world

Your initial work location will be RMZ Infinity, Tower C, Old Madras Road, Benniganahalli, K.R. Puram, Bangalore - 560016.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

#### **5. COMPENSATION AND DETAILS:**

You shall be paid a fixed compensation of INR 21,000/- per month. The compensation will be subject to applicable taxes and will be paid to you after deduction of income tax and other applicable taxes at source. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of the compensation you receive from the Firm. Please refer to Annexure B for your detailed compensation package.

#### **6. TRANSFERABILITY :**

Your initial place of posting shall be at SEZ Unit located at Baynape World Technology Center- SEZ, Coral Building, Doddanekkundi Village, Krishnarajapuram Hobli, Outer Ring Road, Bangalore-560037. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.

#### **7. CONFIDENTIALITY :**

You shall keep and maintain strict confidentiality of all information and data that may come to your possession or knowledge by virtue of this engagement and shall not disclose or divulge any such information or data, without prior written consent of an authorised officer of the Firm, except as required in normal course of the work. You shall at all times, whether during or after the termination of your engagement, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients, for your own benefit or for the benefit of any third party, either during the term of this engagement or hereafter. Upon termination of this engagement, you will immediately return and surrender to the Firm, all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases entrusted to you in the course of the contract and shall not retain any copy thereof in any form whatsoever. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.

#### **8. INTELLECTUAL PROPERTY :**

All Intellectual property rights in any work or material developed by you during the course of this engagement shall belong to and be the property of the Firm. You shall assign and transfer in favour of the Firm all Intellectual property rights in such works or materials and shall execute such deeds and documents, as the Firm may require, to effectually vesting in the Firm any and all Intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any Intellectual properties or rights of any other parties.

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You will be entitled to leaves in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the Policy in effect for the time being shall be applicable to you.

**10. PROVIDENT FUND:**

You will participate in the Firm's Provident Fund as may be applicable in the Firm.

**11. NOTICE PERIOD, TERMINATION:**

- a. The contract can be terminated either by the Firm or by you, by giving the required notice of one month, in writing to the other party, without assigning any reasons thereof. The Firm reserves the right to pay or recover gross compensation as applicable, in lieu of the notice period. However, the Firm retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service or Firm.
- b. If termination is initiated by you, the Firm may, at its discretion, relieve you at a date it may deem fit, even before expiration of the notice period, without any liability to compensate you for the remaining notice period.
- c. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold or forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal enquiry (to be completed within 30 days of date on which the said allegation has been first notified to your reporting manager save and except delayed due to events beyond control) that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation.
- e. We also expect that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your service with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.
- f. Your performance during the internship is subject to periodic reviews by your reporting manager. In the event that your performance during the internship does not meet the EY standards as defined post the training or in the event of any breach of the Code of Conduct, and/or any disciplinary issues, you will be liable for action as applicable including but not limited to termination of this internship and revocation of the final job offer already extended to you, if any. The Firm reserves the right to take action in accordance with the policies of the Firm.

**12. PAST RECORD:**

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be discharged from the services of the Firm, without any notice or compensation.



### 13. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

### 14. DUAL EMPLOYMENT :

You will be in the exclusive service of the Firm. You will not be entitled to accept directly or indirectly any part time or full time job or transact any business of any kind whatsoever during the course of your contract with the Firm.

### 15. EMPLOYMENT VERIFICATION :

Your qualifications and contract will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have wilfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

### 16. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract without any notice or compensation.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and submitting the same to us for the Firm's records.

Thanking you,  
Yours faithfully,  
for EY Global Delivery Services India LLP

Signed By: Kabila Paul  
Reason: Offer Letter  
Location: Bangalore  
Date: 01/24/2023 14:56:10

Authorized Signatory

I hereby accept the offer and terms and conditions of contract set forth above.

Signed: Charu R Date: 1/25/2023

Name: Charu R



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Annexure A

Dear Chetu,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (It is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	2 passport size photographs (the background of the photographs should be white)	
2	Photocopy of the Permanent Account Number (PAN) - submission of PAN detail is mandatory.	
3	Passport / Voters ID / Ration Card / Driving License (Photocopy any one of these)	
4	Photo Copy of the Aadhar card: Submission of Aadhaar details and photocopy is mandatory to remit Provident Fund contributions.	
5	Photocopies of 10th, 12th / PUC, Graduation, Post-graduation - marks cards of all years/semesters have to be submitted. (If awaiting results please submit all previous semester mark sheets, along with a copy of your last semester result print out from the internet or college result sheet)	
6	Experience certificate / relieving letter of your last employer, if applicable. Resignation acceptance letter will be accepted; however within 30 days of joining the relieving letter should be submitted.	
SN	Keep the below mentioned details handy (no proofs/documents required)	
1	For medical insurance - you will need to fill the following details, depending on your status as mentioned below:	
a	If unmarried - father and mother's date of birth.	
b	If married - date of birth of 2 dependent parents or parents - in - law (combination of parents and in - laws not allowed), spouse and children.	
2	You should be aware of your blood group	
3	Name, address and telephone number of two references - excluding relatives. Employees with prior work experience - one of the ref has to be from the previous organization(s).	

**Annexure B**

<b>Name</b>	Charu Ramalingam		
<b>Rank</b>	SI	<b>Service Line: TAX</b>	
<b>Contract Period</b>	<b>From</b>		<b>To</b>
	30 January, 2023		28 April, 2023
<b>COMPONENTS</b>		<b>Per Month ( INR )</b>	<b>Annual ( INR )</b>
Basic Salary		8,400	1,00,800
House Rent Allowance (HRA)		4,200	50,400
Advanced Statutory Bonus		2,223	26,680
Transport Assistance		1,600	19,200
Other allowance including flexible		1,906	22,872
Employer's ES) contribution		871	10,448
Employer's Provident Fund (PF) contribution		1,800	21,600
<b>Total Cost to Firm (CTC)</b>		<b>21,000</b>	<b>2,52,000</b>

<b>Benefits (Estimated value)</b>		
Insurance premium B (Group Medical + Group Personal Accident + Group Term Life)		14,945
<b>Total of Benefits</b>		<b>14,945</b>

**Insurance benefits**

<b>Benefit Type</b>	<b>Benefit Value</b>	<b>Features</b>
<b>Group Medical Insurance</b>	INR 4,00,000	Floater cover for self. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal.
<b>Group Personal Accident Insurance</b>	INR 3,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
<b>Group Term Life Insurance</b>	INR 3,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.





EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli K.H. Puram,  
Bangalore - 560034  
Karnataka, India

Tel: +91 8860 6681 1000  
Fax: +91 8860 6681 3334  
ey.com

24 January, 2023

Ms Poojashree Kumar  
NO. 14, 6th Cross, 1st Main, Thimmanah Garden,  
Near Bhyyaweshwara Temple Arch,  
Kannataka,  
Bengaluru - 560032

Contact No: 9620529507  
Email: pooja.shree.k@outlook.com

Dear Poojashree ,

Subject: Offer letter

With reference to your application and the subsequent interview you had with us, we are pleased to make this offer to you on a fixed term contract in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

**1. CONTRACT PERIOD AND POSITION:**

The period of contract is fixed for a period of 3 months starting from 30 January, 2023 and ends on 28 April, 2023. You will be offered the position of Intern in the Firm. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time.

**2. DUTIES :**

You will perform duties and services as required in relation to the affairs of the Firm as may be assigned to you from time to time. During the term of your contract with the Firm, you shall (a) faithfully and diligently perform your duties, (b) use your best endeavours to promote the business interest of the Firm, (c) devote your full time, attention and efforts to serve the Firm, and (d) not directly or indirectly engage or be interested in any activity, which competes with the Firm or conflicts with your duties to the Firm.

**3. WORKING HOURS :**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

**4. DATE OF JOINING :**

As per our discussion your date of joining will be 30 January, 2023

EY Global Delivery Services India Private Limited, is a private limited company with registration no. J749496A2016PTC093751 converted into EY Global Delivery Services India LLP is limited liability partnership with LLP identity No. AAL - J7431 effective 30 November, 2017. Regd. Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Benniganahalli K.H. Puram Bangalore - 560034, India

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Your initial work location will be RMZ Infinity, Tower C, Old Madras Road, Benifiganahalli, K.R. Puram, Bangalore - 560016.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

#### **5. COMPENSATION AND DETAILS:**

You shall be paid a fixed compensation of INR 21,000/- per month. The compensation will be subject to applicable taxes and will be paid to you after deduction of income tax and other applicable taxes at source. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of the compensation you receive from the Firm. Please refer to Annexure B for your detailed compensation package.

#### **6. TRANSFERABILITY :**

Your initial place of posting shall be at SEZ Unit located at Bayanane World Technology Center- SEZ, Coral Building, Doddanekkundi Village, Krishnarajapuram Hobli, Outer Ring Road, Bangalore-560037. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.

#### **7. CONFIDENTIALITY :**

You shall keep and maintain strict confidentiality of all information and data that may come to your possession or knowledge by virtue of this engagement and shall not disclose or divulge any such information or data, without prior written consent of an authorised officer of the Firm, except as required in normal course of the work. You shall at all times, whether during or after the termination of your engagement, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients, for your own benefit or for the benefit of any third party, either during the term of this engagement or thereafter. Upon termination of this engagement, you will immediately return and surrender to the Firm, all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases entrusted to you in the course of the contract and shall not retain any copy thereof in any form whatsoever. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.

#### **8. INTELLECTUAL PROPERTY :**

All intellectual property rights in any work or material developed by you during the course of this engagement shall belong to and be the property of the Firm. You shall assign and transfer in favour of the Firm all intellectual property rights in such works or materials and shall execute such deeds and documents, as the Firm may require, to effectually vesting in the Firm any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual properties or rights of any other parties.

This file is signed using Digital Signature.



#### 9. LEAVE :

You will be entitled to leaves in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the Policy in effect for the time being shall be applicable to you.

#### 10. PROVIDENT FUND:

You will participate in the Firm's Provident Fund as may be applicable in the Firm.

#### 11. NOTICE PERIOD: TERMINATION :

- a. The contract can be terminated either by the Firm or by you, by giving the required notice of one month, in writing to the other party, without assigning any reasons thereof. The Firm reserves the right to pay or recover gross compensation as applicable, in lieu of the notice period. However, the Firm retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service or Firm.
- b. If termination is initiated by you, the Firm may, at its discretion, relieve you at a date it may deem fit, even before expiration of the notice period, without any liability to compensate you for the remaining notice period.
- c. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold or forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal enquiry (to be completed within 30 days of date on which the said allegation has been first notified to your reporting manager save and except delayed due to events beyond control) that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, villainess, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation.
- e. We also expect that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your service with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.
- f. Your performance during the Internship is subject to periodic reviews by your reporting manager. In the event that your performance during the Internship does not meet the EY standards as defined post the training or in the event of any breach of the Code of Conduct, and/or any disciplinary issues, you will be liable for action as applicable including but not limited to termination of this Internship and revocation of the final job offer already extended to you, if any. The Firm reserves the right to take action in accordance with the policies of the Firm.

#### 12. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be discharged from the services of the Firm, without any notice or compensation.



### 13. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

### 14. DUAL EMPLOYMENT :

You will be in the exclusive service of the Firm. You will not be entitled to accept directly or indirectly any part time or full time job or transact any business of any kind whatsoever during the course of your contract with the Firm.

### 15. EMPLOYMENT VERIFICATION :

Your qualifications and contract will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

### 16. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract without any notice or compensation.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and submitting the same to us for the Firm's records.

Thanking you,  
Yours faithfully,  
for EY Global Delivery Services India LLP

Signed By: Divya Parthar  
Reason: Offer Letter  
Location: Bangalore  
Date: 01/24/2023 11:16:01

Authorized Signatory

I hereby accept the offer and terms and conditions of contract set forth above.

Signed: Poojashree 1/24/2023  
Date: \_\_\_\_\_  
Name: Poojashree  
\_\_\_\_\_



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Annexure A

Dear Pojashree,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (It is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	2 passport size photographs (the background of the photographs should be white)	
2	Photocopy of the Permanent Account Number (PAN) - submission of PAN detail is mandatory.	
3	Passport / Voters ID / Ration Card / Driving License (Photocopy any one of these)	
4	Photo Copy of the Aadhar card- Submission of Aadhaar details and photocopy is mandatory to remit Provident Fund contributions.	
5	Photocopies of 10th, 12th / PUC, Graduation, Post-graduation - marks cards of all years/semesters have to be submitted. (If awaiting results please submit all previous semester mark sheets, along with a copy of your last semester result print out from the Internet or college result sheet)	
6	Experience certificate / relieving letter of your last employer, if applicable. Resignation acceptance letter will be accepted; however within 30 days of joining the relieving letter should be submitted.	
SN	Keep the below mentioned details handy (no proofs/documents required)	
1	For medical insurance - you will need to fill the following details, depending on your status as mentioned below:	
a	If unmarried - father and mother's date of birth.	
b	If married - date of birth of 2 dependant parents or parents - in - law (combination of parents and in - laws not allowed), spouse and children	
2	You should be aware of your blood group	
3	Name, address and telephone number of two references - excluding relatives. Employees with prior work experience - one of the ref has to be from the previous organization).	



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### Annexure B

Name	Poojashree Kumar	
Rank	51	Service Line: TAX
Contract Period	From:	To:
	30 January, 2023	28 April, 2023
<b>COMPONENTS</b>	<b>Per Month ( INR )</b>	<b>Annual ( INR )</b>
Basic Salary	8,400	1,00,800
House Rent Allowance (HRA)	4,200	50,400
Advanced Statutory Bonus	2,223	26,680
Transport Assistance	1,600	19,200
Other allowance including flexible	1,966	22,872
Employer's ES1 contribution	871	10,448
Employer's Provident Fund (PF) contribution	1,800	21,600
Total Cost to Firm (CTC)	21,000	2,52,000

<b>Benefits (Estimated value)</b>		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		14,945
Total of Benefits		14,945

#### Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal.
Group Personal Accident Insurance	INR 3,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life Insurance	INR 3,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

This file is signed using Digital Signature.



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
Rm2 Intility, Old Madras Road  
Banagangahalli, K. R. Puram,  
Bangalore - 560016  
Karnataka, India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 7334  
776046

24 January, 2023

Ms Pavithra P  
#375, 3rd Block,  
Siddhartha Nagar, Near Masjid,  
Bangalore,  
Karnataka - 560015

Contact No: +91 9296802426  
Email: pavithrapavithra4711@gmail.com

Dear Pavithra,

**Subject: Offer letter**

With reference to your application and the subsequent interview you had with us, we are pleased to make this offer to you on a fixed term contract in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

**1. CONTRACT PERIOD AND POSITION:**

The period of contract is fixed for a period of 3 months starting from 30 January, 2023 and ends on 28 April, 2023. You will be offered the position of Intern in the Firm. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time.

**2. DUTIES:**

You will perform duties and services as required in relation to the affairs of the Firm as may be assigned to you from time to time. During the term of your contract with the Firm, you shall (a) faithfully and diligently perform your duties, (b) use your best endeavours to promote the business interest of the Firm, (c) devote your full time, attention and efforts to serve the Firm, and (d) not directly or indirectly engage or be interested in any activity, which competes with the Firm or conflicts with your duties to the Firm.

**3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

**4. DATE OF JOINING:**

As per our discussion your date of joining will be 30 January, 2023

EY Global Delivery Services India Private Limited, a private limited company with registration no. U74999KA2016PTC093151, converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Number No. AAAL-2743) effective 30 November, 2017. Regd. Office: 3rd floor, Tower 'C', Rm2 Intility, Old Madras Road, Banagangahalli, K. R. Puram Bangalore - 560016, India

This file is signed using Digital Signature.



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Your initial work location will be RMZ Infinity, Tower C, Old Madras Road, Benniganahalli, K.R. Puram, Bangalore - 560016.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

#### **5. COMPENSATION AND DETAILS:**

You shall be paid a fixed compensation of INR 21,000/- per month. The compensation will be subject to applicable taxes and will be paid to you after deduction of income tax and other applicable taxes at source. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of the compensation you receive from the Firm. Please refer to Annexure B for your detailed compensation package.

#### **6. TRANSFERABILITY :**

Your initial place of posting shall be at SEZ Unit located at Bagmane World Technology Center- SEZ, Coral Building, Doddanakkundi Village, Krishnarajapuram Hobli, Outer Ring Road, Bangalore-560037. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.

#### **7. CONFIDENTIALITY :**

You shall keep and maintain strict confidentiality of all information and data that may come to your possession or knowledge by virtue of this engagement and shall not disclose or divulge any such information or data, without prior written consent of an authorised officer of the Firm, except as required in normal course of the work. You shall at all times, whether during or after the termination of your engagement, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise how so ever. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients, for your own benefit or for the benefit of any third party, either during the term of this engagement or thereafter. Upon termination of this engagement, you will immediately return and surrender to the Firm, all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases entrusted to you in the course of the contract and shall not retain any copy thereof in any form whatsoever. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.

#### **8. INTELLECTUAL PROPERTY :**

All intellectual property rights in any work or material developed by you during the course of this engagement shall belong to and be the property of the Firm. You shall assign and transfer in favour of the Firm all intellectual property rights in such works or materials and shall execute such deeds and documents, as the Firm may require, to effectually vesting in the Firm any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual properties or rights of any other parties.

This file is signed using Digital Signature.





**9. LEAVE :**

You will be entitled to leaves in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the Policy in effect for the time being shall be applicable to you.

**10. PROVIDENT FUND:**

You will participate in the Firm's Provident Fund as may be applicable in the Firm.

**11. NOTICE PERIOD; TERMINATION :**

- a. The contract can be terminated either by the Firm or by you, by giving the required notice of one month, in writing to the other party, without assigning any reasons thereat. The Firm reserves the right to pay or recover gross compensation as applicable, in lieu of the notice period. However, the Firm retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service of Firm.
- b. If termination is initiated by you, the Firm may, at its discretion, relieve you at a date it may deem fit, even before expiration of the notice period, without any liability to compensate you for the remaining notice period.
- c. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold or forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal enquiry (to be completed within 30 days of date on which the said allegation has been first notified to your reporting manager save and except delayed due to events beyond control) that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, villainess, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (k) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (l) other act that threatens or likely to damage Firm's reputation.
- e. We also expect that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your service with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.
- f. Your performance during the Internship is subject to periodic reviews by your reporting manager. In the event that your performance during the Internship does not meet the EY standards as defined post the training or in the event of any breach of the Code of Conduct, and/or any disciplinary issues, you will be liable for action as applicable including but not limited to termination of this Internship and revocation of the final job offer already extended to you, if any. The Firm reserves the right to take action in accordance with the policies of the Firm.

**12. PAST RECORD:**

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be discharged from the services of the Firm, without any notice or compensation.



### 13. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

### 14. DUAL EMPLOYMENT :

You will be in the exclusive service of the Firm. You will not be entitled to accept directly or indirectly any part time or full time job or transact any business of any kind whatsoever during the course of your contract with the Firm.

### 15. EMPLOYMENT VERIFICATION :

Your qualifications and contract will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have wilfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

### 16. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract without any notice or compensation.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and submitting the same to us for the Firm's records.

Thanking you,  
Yours faithfully,  
for EY Global Delivery Services India LLP

Signed By: Divya Parihar  
Reason: Offer Letter  
Location: Bangalore  
Dated: 11/24/2023 17:20:07

Authorized Signatory

I hereby accept the offer and terms and conditions of contract set forth above.

Signed: Pavithra P Date: 1/24/2023

Name: Pavithra P



Dear Pavithra,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	2 passport size photographs (the background of the photographs should be white)	
2	Photocopy of the Permanent Account Number (PAN) - submission of PAN detail is mandatory.	
3	Passport / Voters ID / Ration Card / Driving License (Photocopy any one of these)	
4	Photo Copy of the Aadhar card- Submission of Aadhaar details and photocopy is mandatory to remit Provident Fund contributions.	
5	Photocopies of 10th, 12th / PUC, Graduation, Post-graduation - marks cards of all years/semesters have to be submitted, (If awaiting results please submit all previous semester mark sheets, along with a copy of your last semester result print out from the internet or college result sheet)	
6	Experience certificate / relieving letter of your last employer, if applicable. Resignation acceptance letter will be accepted; however within 30 days of joining the relieving letter should be submitted.	
SN	Keep the below mentioned details handy (no proofs/documents required)	
1	For medical insurance - you will need to fill the following details, depending on your status as mentioned below	
a	If unmarried - father and mother's date of birth.	
b	If married - date of birth of 2 dependent parents or parents - in - law (combination of parents and in - laws not allowed), spouse and children	
2	You should be aware of your blood group	
3	Name, address and telephone number of two references - excluding relatives. Employees with prior work experience - one of the ref has to be from the previous organization).	

**Annexure B**

<b>Name</b>	Pavithra P		
<b>Rank</b>	51	<b>Service Line: TAX</b>	
<b>Contract Period</b>	<b>From</b>		<b>To</b>
	30 January, 2023		28 April, 2023
<b>COMPONENTS</b>		<b>Per Month ( INR )</b>	<b>Annual ( INR )</b>
Basic Salary		8,400	1,00,800
House Rent Allowance (HRA)		4,200	50,400
Advanced Statutory Bonus		2,223	26,680
Transport Assistance		1,500	18,000
Other allowance including flexible		1,905	22,872
Employer's ESI contribution		871	10,448
Employer's Provident Fund (PF) contribution		1,800	21,600
<b>Total Cost to Firm (CTC)</b>		<b>21,000</b>	<b>2,52,000</b>

<b>Benefits (Estimated value)</b>		
Insurance premium 3 (Group Medical) + Group Personal Accident + Group Term Life)		14,945
<b>Total of Benefits</b>		<b>14,945</b>

**Insurance benefits**

<b>Benefit Type</b>	<b>Benefit Value</b>	<b>Features</b>
<b>Group Medical Insurance</b>	INR 4,00,000	Flatter cover for self. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal.
<b>Group Personal Accident Insurance</b>	INR 3,00,000	For self, as per policy is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
<b>Group Term Life Insurance</b>	INR 3,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
99/2 Biliilly, Gokuldas Road  
Bennayanahalli K.P, Puzosli,  
Bangalore - 560016  
Karnataka, India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

24 January, 2023

Ms Sandhya Venkatesh  
#17 Vinayaka Layout,  
Abbigere, Fit and Smash,  
Bangalore,  
Karnataka - 560090

Contact No: +91 9663100790  
Email: sandhyavenkatesh1307@gmail.com

Dear Sandhya,

Subject: Offer letter

With reference to your application and the subsequent interview you had with us, we are pleased to make this offer to you on a fixed term contract in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

**1. CONTRACT PERIOD AND POSITION:**

The period of contract is fixed for a period of 3 months starting from 30 January, 2023 and ends on 28 April, 2023. You will be offered the position of Intern in the Firm. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time.

**2. DUTIES :**

You will perform duties and services as required in relation to the affairs of the Firm as may be assigned to you from time to time. During the term of your contract with the Firm, you shall (a) faithfully and diligently perform your duties, (b) use your best endeavours to promote the business interest of the Firm, (c) devote your full time, attention and efforts to serve the Firm, and (d) not directly or indirectly engage or be interested in any activity, which competes with the Firm or conflicts with your duties to the Firm.

**3. WORKING HOURS :**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

**4. DATE OF JOINING :**

As per our discussion your date of joining will be 30 January, 2023

EY Global Delivery Services India Private Limited, (a private limited company with registration no. U74099KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP identity No. AAL - 2743) effective 30 November, 2017. Regd. Office: 3rd floor, Tower 'C', 99/2 Biliilly, Gokuldas Road, Bennayanahalli K.P. Puzosli, Bangalore - 560016, India

This file is signed using Digital Signature.



Your initial work location will be RMZ Infinity, Tower C, Old Madras Road, Benniganahalli, K.R. Puram, Bangalore - 560016.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

#### **5. COMPENSATION AND DETAILS:**

You shall be paid a fixed compensation of INR 21,000/- per month. The compensation will be subject to applicable taxes and will be paid to you after deduction of income tax and other applicable taxes at source. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of the compensation you receive from the Firm. Please refer to Annexure B for your detailed compensation package.

#### **6. TRANSFERABILITY :**

Your initial place of posting shall be at SEZ Unit located at Bagmane World Technology Center SEZ, Coral Building, Doddanekkundi Village, Krishnarajapuram Hobli, Outer Ring Road, Bangalore-560037. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.

#### **7. CONFIDENTIALITY :**

You shall keep and maintain strict confidentiality of all information and data that may come to your possession or knowledge by virtue of this engagement and shall not disclose or divulge any such information or data, without prior written consent of an authorised officer of the Firm, except as required in normal course of the work. You shall at all times, whether during or after the termination of your engagement, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise how so ever. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients, for your own benefit or for the benefit of any third party, either during the term of this engagement or thereafter. Upon termination of this engagement, you will immediately return and surrender to the Firm, all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases entrusted to you in the course of the contract and shall not retain any copy thereof in any form whatsoever. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.

#### **8. INTELLECTUAL PROPERTY :**

All Intellectual property rights in any work or material developed by you during the course of this engagement shall belong to and be the property of the Firm. You shall assign and transfer in favour of the Firm all intellectual property rights in such works or materials and shall execute such deeds and documents, as the Firm may require, to effectually vesting in the Firm any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any Intellectual properties or rights of any other parties.



#### 9. LEAVE :

You will be entitled to leaves in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the Policy in effect for the time being shall be applicable to you.

#### 10. PROVIDENT FUND:

You will participate in the Firm's Provident Fund as may be applicable in the Firm.

#### 11. NOTICE PERIOD; TERMINATION :

- a. The contract can be terminated either by the Firm or by you, by giving the required notice of one month, in writing to the other party, without assigning any reasons thereof. The Firm reserves the right to pay or recover gross compensation as applicable, in lieu of the notice period. However, the Firm retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service or Firm.
- b. If termination is initiated by you, the Firm may, at its discretion, relieve you at a date it may deem fit, even before expiration of the notice period, without any liability to compensate you for the remaining notice period.
- c. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper handover of your responsibilities, failing which the Firm shall be authorized to withhold or forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal enquiry (to be completed within 30 days of date on which the said allegation has been first notified to your reporting manager save and except delayed due to events beyond control) that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, villainess, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation.
- e. We also expect that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your service with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.
- f. Your performance during the internship is subject to periodic reviews by your reporting manager. In the event that your performance during the internship does not meet the EY standards as defined post the training or in the event of any breach of the Code of Conduct, and/or any disciplinary issues, you will be liable for action as applicable including but not limited to termination of this internship and revocation of the final job offer already extended to you, if any. The Firm reserves the right to take action in accordance with the policies of the Firm.

#### 12. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be discharged from the services of the Firm, without any notice or compensation.



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**13. RULES AND REGULATIONS:**

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

**14. DUAL EMPLOYMENT :**

You will be in the exclusive service of the Firm. You will not be entitled to accept directly or indirectly any part time or full time job or transact any business of any kind whatsoever during the course of your contract with the Firm.

**15. EMPLOYMENT VERIFICATION :**

Your qualifications and contract will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factua or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

**16. SUBMISSION OF DOCUMENTS:**

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract without any notice or compensation.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and submitting the same to us for the Firm's records.

Thanking you,  
Yours faithfully,  
for EY Global Delivery Services India LLP

Signed By: Divya Parthar  
Reason: Offer Letter  
Location: Bangalore  
Dated: 01/24/2023 17:20:07

**Authorized Signatory**

I hereby accept the offer and terms and conditions of contract set forth above.

Signed:  Date: 1/24/2023  
Name: Sandhya Venkatesh





Dear Sandhya,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (It is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	2 passport size photographs (the background of the photographs should be white)	
2	Photocopy of the Permanent Account Number (PAN) - submission of PAN details is mandatory.	
3	Passport / Voters ID / Ration Card / Driving License (Photocopy any one of these)	
4	Photo Copy of the Aadhar card. Submission of Aadhaar details and photocopy is mandatory to remit Provident Fund contributions.	
5	Photocopies of 10th, 12th / PUC, Graduation, Post-graduation - marks cards of all years/semesters have to be submitted. (If awaiting results please submit all previous semester mark sheets, along with a copy of your last semester result print out from the Internet or college result sheet)	
6	Experience certificate / relieving letter of your last employer, if applicable. Resignation acceptance letter will be accepted; however within 30 days of joining the relieving letter should be submitted.	
SN	Keep the below mentioned details handy (no proofs/documents required)	
1	For medical insurance - you will need to fill the following details, depending on your status as mentioned below:	
a	If unmarried - father and mother's date of birth.	
b	If married - date of birth of 2 dependent parents or parents - in - law (combination of parents and in - laws not allowed), spouse and children	
2	You should be aware of your blood group	
3	Name, address and telephone number of two references - excluding relatives. Employees with prior work experience - one of the ref has to be from the previous organization).	



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#### Annexure B

Name	Sandhya Venkatesh		
Rank	51	Service Line: TAX	
Contract Period	From		To
	30 January, 2023		28 April, 2023
COMPONENTS	Per Month ( INR )	Annual ( INR )	
Basic Salary	8,400	1,00,800	
House Rent Allowance (HRA)	4,200	50,400	
Advanced Statutory Bonus	2,223	26,680	
Transport Assistance	1,500	19,200	
Other allowance including flexible	1,906	22,872	
Employer's ESI contribution	871	10,448	
Employer's Provident Fund (PF) contribution	1,800	21,600	
Total Cost to Firm (CTC)	21,000	2,52,000	

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		14,945
Total of Benefits		14,945

#### Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self. The premium stated is the maximum amount paid/incurred by the firm, and is subject to change every year post renewal.
Group Personal Accident Insurance	INR 3,00,000	For self, as per policy, is being paid/incurred by the firm on your behalf. The premium stated above is the maximum amount paid/incurred by the firm, and is subject to change every year post renewal of insurance policy.
Group Term Life Insurance	INR 3,00,000	For self, as per policy, is being paid/incurred by the firm on your behalf. The premium stated above is the maximum amount paid/incurred by the firm, and is subject to change every year post renewal of insurance policy.

This file is signed using Digital Signature.





### **3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

### **4. DATE OF JOINING:**

As per our discussion your date of joining will be 31 October, 2022

Your initial work location will be RMZ Infinity, Tower C, Old Madras Road, Benniganahalli, K.R. Puram, Bangalore - 560016.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

### **5. PROBATION:**

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm. Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

### **6. ANNUAL FIXED COMPENSATION:**

You shall be paid an annual fixed compensation of INR 3,65,000/- per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

### **7. TRANSFERABILITY:**

Your initial place of posting shall be at SEZ Unit located at Bagmane World Technology Center- SEZ, Coral Building, Doddanekundi Village, Krishnarajapuram Hobli, Outer Ring Road, Bangalore-560037. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.



EY Global Delivery Services India LLP  
104/104A, 1st Floor, C1,  
RMZ Infinity, RMZ Marine Hotel,  
Bengaluru, K.R. Puram,  
Bangalore - 560026  
E: info@ey.in

Rel: 09118906811009  
Fax: 09118906811009  
ey.in

22 October, 2022

Ms Navya M  
8697, Neerayanaswami NHaya, Old Police Station Road,  
KR Puram, Next to Darga, KR Puram Government School,  
Bengaluru,  
Karnataka - 560036

Contact No: 7975407663  
Email: navinavya12345@gmail.com

Dear Navya M,

**Subject: Appointment in the position of  
Tax Analyst**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before October 2022. In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before October 2022 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

**1. POSITION:**

You will be appointed in the position of Tax Analyst in TAX in the Firm. Your Rank will be 44. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at Bangalore office.

**2. DUTIES AND CODE OF CONDUCT:**

- You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

EY Global Delivery Services India Private Limited, a private limited company with registration no. U24999KA2016PTC0012511 converted into EY Global Delivery Services India LLP - Limited liability partnership with LLP Identity No. AAL - 2743, effective 30 November, 2017. Regd Office: 3rd floor, Floor C, RMZ Infinity, RMZ Marine Hotel, Bengaluru, K.R. Puram Bengaluru - 560016, India

This file is signed using Digital Signature.



### **3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

### **4. DATE OF JOINING:**

As per our discussion your date of joining will be 31 October, 2022

Your initial work location will be RMZ Infinity, Tower C, Old Madras Road, Benniganahalli, K.R. Puram, Bangalore - 560016.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

### **5. PROBATION:**

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm. Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

### **6. ANNUAL FIXED COMPENSATION:**

You shall be paid an annual fixed compensation of INR 3,65,000/- per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

### **7. TRANSFERABILITY:**

Your initial place of posting shall be at SEZ Unit located at Bagmane World Technology Center- SEZ, Coral Building, Doddanekkundi Village, Krishnarajapuram Hobli, Outer Ring Road, Bangalore-560037. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.



- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Priority of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.
- g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.


Thanking you.

Yours faithfully,  
for EY Global Delivery Services India LLP

Signed By: Kabita Paul  
Reason: Offer Letter  
Location: Bangalore  
Date: 10/22/2022 21:56:39

Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:  10/22/2022

Name: Navya



## Annexure B

Name	Harvya M	DOJ	31 October, 2022
Designation	Tax Analyst	Service Line	TAX
Rank	44		

COMPONENTS	Per Month ( INR )	Annual ( INR )
Basic Salary	12,167	1,46,000
House Rent Allowance (HRA)	6,083	73,000
Other allowance including flexible components 1	6,547	78,560
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
<b>Fixed compensation</b>	<b>30,417</b>	<b>3,65,000</b>

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		23,983
Gratuity 4		7,023
<b>Total of Benefits</b>		<b>31,006</b>

## Notes:

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

<sup>1</sup> You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.





EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
R112 Infinity, Old Madras Road  
Banagangahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka, India

Tel: +91 080 6681 7000  
Fax: +91 080 6681 7330  
ey.co.in

24 January, 2023

Ms Prithika Shashithi J  
# 130/1, Brindavan Layout, Kavalbyrasandra,  
Near Manjushree hospital,  
Bangalore,  
Karnataka - 560032

Contact No: 7493682311  
Email: prithikashashithi4@gmail.com

Dear Prithika,

**Subject: Offer letter**

With reference to your application and the subsequent interview you had with us, we are pleased to make this offer to you on a fixed term contract in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

**1. CONTRACT PERIOD AND POSITION:**

The period of contract is fixed for a period of 3 months starting from 30 January, 2023 and ends on 28 April, 2023. You will be offered the position of Intern in the Firm. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time.

**2. DUTIES :**

You will perform duties and services as required in relation to the affairs of the Firm as may be assigned to you from time to time. During the term of your contract with the Firm, you shall (a) faithfully and diligently perform your duties, (b) use your best endeavours to promote the business interest of the Firm, (c) devote your full time, attention and efforts to serve the Firm, and (d) not directly or indirectly engage or be interested in any activity, which competes with the Firm or conflicts with your duties to the Firm.

**3. WORKING HOURS :**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

**4. DATE OF JOINING :**

As per our discussion your date of joining will be 30 January, 2023

EY Global Delivery Services India Private Limited, a private limited company with registration no. U74999KA2016PTC093751 converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP identity No. AAL - 2743) effective 30 November, 2017. Regd Office: 3rd floor, Tower 'C', R112 Infinity, Old Madras Road, Banagangahalli, K.R Puram Bangalore - 560016, India

This file is signed using Digital Signature.



Your initial work location will be RMZ Infinity, Tower C, Old Madras Road, Benniganahalli, K.R. Puram, Bangalore - 560016.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

#### **5. COMPENSATION AND DETAILS:**

You shall be paid a fixed compensation of INR 21,000/- per month. The compensation will be subject to applicable taxes and will be paid to you after deduction of income tax and other applicable taxes at source. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of the compensation you receive from the Firm. Please refer to Annexure B for your detailed compensation package.

#### **6. TRANSFERABILITY :**

Your initial place of posting shall be at SEZ Unit located at Bagmane World Technology Center- SEZ, Coral Building, Doddanekkundi Village, Krishnarajapuram Hobli, Outer Ring Road, Bangalore-560037. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.

#### **7. CONFIDENTIALITY :**

You shall keep and maintain strict confidentiality of all information and data that may come to your possession or knowledge by virtue of this engagement and shall not disclose or divulge any such information or data, without prior written consent of an authorised officer of the Firm, except as required in normal course of the work. You shall at all times, whether during or after the termination of your engagement, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise how so ever. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients, for your own benefit or for the benefit of any third party, either during the term of this engagement or thereafter. Upon termination of this engagement, you will immediately return and surrender to the Firm, all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases entrusted to you in the course of the contract and shall not retain any copy thereof in any form whatsoever. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.

#### **8. INTELLECTUAL PROPERTY :**

All intellectual property rights in any work or material developed by you during the course of this engagement shall belong to and be the property of the Firm. You shall assign and transfer in favour of the Firm all intellectual property rights in such works or materials and shall execute such deeds and documents, as the Firm may require, to effectually vesting in the Firm any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual properties or rights of any other parties.

**This file is signed using Digital Signature.**



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**9. LEAVE :**

You will be entitled to leaves in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the Policy in effect for the time being shall be applicable to you.

**10. PROVIDENT FUND:**

You will participate in the Firm's Provident Fund as may be applicable in the Firm.

**11. NOTICE PERIOD; TERMINATION :**

- a. The contract can be terminated either by the Firm or by you, by giving the required notice of one month, in writing to the other party, without assigning any reasons thereof. The Firm reserves the right to pay or recover gross compensation as applicable, in lieu of the notice period. However, the Firm retains the right to terminate your employment, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service or Firm.
- b. If termination is initiated by you, the Firm may, at its discretion, relieve you at a date it may deem fit, even before expiration of the notice period, without any liability to compensate you for the remaining notice period.
- c. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold or forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal enquiry (to be completed within 30 days of date on which the said allegation has been first notified to your reporting manager save and except delayed due to events beyond control) that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, wickedness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation.
- e. We also expect that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your service with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.
- f. Your performance during the internship is subject to periodic reviews by your reporting manager. In the event that your performance during the internship does not meet the EY standards as defined post the training or in the event of any breach of the Code of Conduct, and/or any disciplinary issues, you will be liable for action as applicable including but not limited to termination of this internship and revocation of the final job offer already extended to you, if any. The Firm reserves the right to take action in accordance with the policies of the Firm.

**12. PAST RECORD:**

If any information or declaration given by you to the Firm proves to be false or if you are found to have wilfully suppressed any material information, you will be liable to be discharged from the services of the Firm, without any notice or compensation.



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### 13. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

### 14. DUAL EMPLOYMENT:

You will be in the exclusive service of the Firm. You will not be entitled to accept directly or indirectly any part time or full time job or transact any business of any kind whatsoever during the course of your contract with the Firm.

### 15. EMPLOYMENT VERIFICATION:

Your qualifications and contract will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/or terminate this contract of employment, without any notice or compensation.

### 16. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/or terminate this contract without any notice or compensation.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and submitting the same to us for the Firm's records.

Thanking you,

Yours faithfully,

for EY Global Delivery Services India LLP

Signed By: Divya Panhar  
Reason: Offer Letter  
Location: Bangalore  
Dated: 1/24/2023 11:16:01

Authorized Signatory

I hereby accept the offer and terms and conditions of contract set forth above.

Signed:  Date: 1/24/2023

Name: Prithika Shaktis



Dear Prithika,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (It is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	2 passport size photographs (the background of the photographs should be white)	
2	Photocopy of the Permanent Account Number (PAN) - submission of PAN detail is mandatory.	
3	Passport / Voters ID / Ration Card / Driving License (Photocopy any one of these)	
4	Photo Copy of the Aadhar card- Submission of Aadhaar details and photocopy is mandatory to remit Provident Fund contributions.	
5	Photocopies of 10th, 12th / PUC, Graduation, Post-graduation - marks cards of all years/semesters have to be submitted, (If awaiting results please submit all previous semester mark sheets, along with a copy of your last semester result print out from the internet or college result sheet)	
6	Experience certificate / relieving letter of your last employer, if applicable. Resignation acceptance letter will be accepted; however within 30 days of joining the relieving letter should be submitted.	
SN	Keep the below mentioned details handy (no proofs/documents required)	
1	For medical insurance - you will need to fill the following details, depending on your status as mentioned below:	
a	If unmarried - father and mother's date of birth.	
b	If married - date of birth of 2 dependant parents or parents - in - law (combination of parents and in - laws not allowed), spouse and children	
2	You should be aware of your blood group	
3	Name, address and telephone number of two references - excluding relatives. Employees with prior work experience - one of the ref has to be from the previous organization).	



## Annexure B

Name	Prithika Shakthi J		
Rank	SI	Service Line: TAX	
Contract Period	From	To	
	30 January, 2023	28 April, 2023	
COMPONENTS		Per Month ( INR )	Annual ( INR )
Basic Salary		8,400	1,00,800
House Rent Allowance (HRA)		4,200	50,400
Advanced Statutory Bonus		2,223	26,680
Transport Assistance		1,600	19,200
Other allowance including flexible		1,906	22,872
Employer's ESI contribution		871	10,448
Employer's Provident Fund (PF) contribution		1,800	21,600
Total Cost to Firm (CTC)		21,000	2,52,000

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		14,945
Total of Benefits		14,945

## Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self, the premium stated is the maximum amount paid/incurred by the firm, and is subject to change every year post renewal.
Group Personal Accident Insurance	INR 3,00,000	For self, as per policy, is being paid/incurred by the firm on your behalf. The premium stated above is the maximum amount paid/incurred by the firm, and is subject to change every year post renewal of insurance policy.
Group Term Life Insurance	INR 3,00,000	For self, as per policy, is being paid/incurred by the firm on your behalf. The premium stated above is the maximum amount paid/incurred by the firm, and is subject to change every year post renewal of insurance policy.

November 15, 2022

**LETTER OF APPOINTMENT**

**Ms. Bhavya M**  
**4 (G44), 6th Main,**  
**Ramachandra Puram,**  
**Bengaluru - 560021**

Dear Ms. Bhavya M,

Molecular Connections Private Limited (the "Company"), along with its subsidiaries and group companies, is pleased to offer you employment on the following terms and conditions:

**1. COMMENCEMENT OF EMPLOYMENT**

- 1.1 You are employed by the Company in the position of Scientific Analyst subject to the terms and conditions set forth in this Appointment Letter ("Letter"). Your employment with the Company shall commence from **November 16, 2022** and be valid until terminated in accordance with the terms set forth in this Letter (the "**Employment Period**").
- 1.2 Your appointment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application to the Company, your services are liable to be terminated forthwith without any notice or compensation. Your employment in the Company is also contingent upon your ability to work for the Company without any restriction/s, i.e., you are not bound by any non-compete obligations or any other restrictive clauses with any of your previous employers.
- 1.3 For joining purposes, you shall report to HR Manager of the Company.

**MOLECULAR CONNECTIONS PVT. LTD.**

Heritage Building, #59/2 Kaderanahalli, 100 Feet Road, Banashankar 2nd Stage, Bangalore - 560 070.  
Ph.: 080 2669 0145 | Email: [info@molecularconnections.com](mailto:info@molecularconnections.com) | [www.molecularconnections.com](http://www.molecularconnections.com)

DigiSigner Document ID: 836766b2-05a3-4f44-98f4-4574e854e79

**Signer**
**Signature**

Email: arathi@molecularconnections.com  
IP Address: 117.213.166.209

*Arathi*

Email: jignesh@molecularconnections.com  
IP Address: 45.112.32.2

*Jignesh Bhate*

Email: jignesh@molecularconnections.com  
IP Address: 45.112.32.2

*Jignesh Bhate*

Email: bhavyam27032000@gmail.com  
IP Address: 2409:4071:4e02:fc7d:118e:b7:1986:3de9

*Bhavya M*

Email: bhavyam27032000@gmail.com  
IP Address: 2409:4071:4e02:fc7d:118e:b7:1986:3de9

*Bhavya M*

Event	User	Time	IP Address
Upload document	hriteam@molecularconnections.com	11/14/22 11:17:49 PM EST	14.97.52.2
Open document	hriteam@molecularconnections.com	11/14/22 11:19:06 PM EST	14.97.52.2
Close document	hriteam@molecularconnections.com	11/14/22 11:19:42 PM EST	14.97.52.2
Send for signing	hriteam@molecularconnections.com	11/14/22 11:19:24 PM EST	14.97.52.2
Open document	arathi@molecularconnections.com	11/14/22 11:28:22 PM EST	117.213.166.209
Sign document	arathi@molecularconnections.com	11/14/22 11:28:35 PM EST	117.213.166.209
Close document	arathi@molecularconnections.com	11/14/22 11:28:35 PM EST	117.213.166.209
Open document	jignesh@molecularconnections.com	11/14/22 11:56:01 PM EST	45.112.32.2
Sign document	jignesh@molecularconnections.com	11/14/22 11:56:17 PM EST	45.112.32.2
Close document	jignesh@molecularconnections.com	11/14/22 11:56:17 PM EST	45.112.32.2
Open document	bhavyam27032000@gmail.com	11/15/22 5:00:40 AM EST	2409:4071:4e02:fc7d:118e:b7:1986:3de9
Open document	bhavyam27032000@gmail.com	11/15/22 5:22:03 AM EST	2409:4071:4e02:fc7d:118e:b7:1986:3de9
Open document	bhavyam27032000@gmail.com	11/15/22 5:22:04 AM EST	2409:4071:4e02:fc7d:118e:b7:1986:3de9



## **2. SALARY, BONUSES, ETC.**

- 2.1 You will be remunerated for your services as detailed in Annexure A appended to this Letter in accordance with Company's customary payroll procedures. The remuneration shall be reviewed from time to time at the discretion of the Company.
- 2.2 The compensation package will be subject to the usual deductions for tax as required under applicable laws.
- 2.3 The compensation package will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time, as may be relevant under applicable law.
- 2.4 The compensation package set forth in Section 2.1 includes compensation for all services rendered under this Letter.
- 2.5 As a regular employee of the Company, you will be eligible to participate in regular health insurance and other employee benefit plans in accordance with the policies established and maintained by the Company from time to time.

## **3. DUTIES AND OTHER ACTIVITIES**

- 3.1 You shall, in all respects, carry out and use your best endeavors in carrying out the objectives of the Company and protect its interest in all things to the best of your ability and judgment and devote all your time and attention to the business of the Company.
- 3.2 You are not allowed to undertake other work or business-related activities, except with the prior written consent of the Company, irrespective of whether you receive financial compensation for these activities.

## **4. PLACE OF WORK**

- 4.1 Your place of work will be at the Company's office in Bangalore. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company or to any of its parent company, subsidiary, group company, strategic partner/customer, etc. where it may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.

- 1.4 You shall, during the Employment Period, be diligent and loyal and devote your professional skills, time, energies and best efforts to the performance of your duties and responsibilities in the Company.
- 1.5 During the Employment Period, you shall not engage in any other employment, consulting or other business activity (whether full-time or part-time or paid or unpaid) By signing this Letter, you expressly undertake that you have no contractual commitments or other legal obligations that would prevent you from performing your duties towards the Company, in any manner whatsoever. Any charitable work needs prior permission of the company.
- 1.6 You will initially be on probation for a period of six (6) months from the actual date of joining. The probation period may be reduced or extended by the Company at its sole discretion depending upon your performance without providing any reasons. You will be on probation until your successful completion of the probationary period is confirmed in writing.
- 1.7 **MINIMUM SERVICE PERIOD** – You are required to serve the company for a minimum period of 12 months including your probation period. Please note that if you decide to leave the Organization before completing the minimum service period, the Company would be entitled to recover the training expenses of INR 25000/- (Rupees Twenty Five Thousand only) including notice pay from you as discussed and mutually agreed at the time of your selection.
- 1.8 Retirement age is 60 (sixty) years. This can be modified based on the company's discretion, subject to legal protection available to the employee.
- 1.9 During your employment if you remain absent for a continuous period of eight (8) days without leave or without obtaining the reporting manager's approval in writing, your employment will be deemed to have been voluntarily terminated by you without notice or salary in lieu thereof.

## **7. TERMINATION OF EMPLOYMENT**

- 7.1 At any time during your probation period, the Company may terminate your employment by giving a prior written notice of 30 (thirty) days or salary in lieu thereof.
- 7.2 Upon confirmation of your employment with the Company, the Company may terminate your employment by giving atleast three (3) months prior notice in writing or payment in lieu of such notice. In the event you desire to terminate your employment with the Company, you shall have to give a prior written notice of three (3) months to the Company. Company reserves right not to accept Notice amount money in lieu of notice period due to business reasons.
- 7.3 In case you do not serve the complete notice period as required by the Company, then the Company will be under no obligation to issue the relieving documents to you or undertake any other relieving formalities.
- 7.4 Your employment with the company may be terminated by the Company without notice or payment in lieu thereof, in case of breach or non-compliance of the terms, conditions or stipulations contained in this Letter, which would be construed as misconduct, or if you are found guilty of any negligence or other misconduct in connection with or affecting the business or affairs of the Company. Termination of your employment for the reasons stated herein would be without prejudice to:
- 7.4.1 The Company's right to claim the actual damages it has suffered on account of such breach; and
- 7.4.2 Any other relief to which the Company may be entitled under contract, law or equity.
- 7.5 **Misconduct will include without limitation:**
- 7.5.1 Habitual absence from service without prior notice in writing and/ or without sufficient cause;

- 4.2 The Company may also require you to complete certain duties or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or enter into an agreement. You may also be required to work at any client premises based in India or overseas, as deemed fit by the Company.

## **5. RULES AND REGULATIONS**

- 5.1 In addition to the terms and conditions of employment specifically stated herein, you undertake to be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.
- 5.2 Your employment shall also be governed by statutory laws enacted by Central or State Government or local authorities, as may be applicable, from time to time.

## **6. COMPLIANCE WITH APPLICABLE LAWS**

- 6.1 You agree to comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to your employment with the Company.
- 6.2 Without limiting the generality of the foregoing, you represent and warrant 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 government official, political party, candidate for political office, or public international organization; 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 government official, political party, candidate for political office, or public international organization, for the purpose of obtaining or retaining any business, or to obtain another unfair advantage, in connection with the Company's business.
- 6.3 By signing this Letter of Appointment, you consent to the terms and conditions of the Company Policy, as maybe modified by the Company from time to time at its sole discretion.

7.10 You shall not solicit or take away, directly or indirectly for any reason, any person, entity or business that was, at any time during your employment or at the time of your termination, a customer or prospective customer of the Company or any of its subsidiaries or affiliates.

7.11 You shall not solicit or take away or attempt to solicit or take away, directly or indirectly, any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity.

## 8. GOVERNING LAW AND JURISDICTION

This Letter is governed by and construed in accordance with the laws of India and will be subject to exclusive jurisdiction to the Courts at Bangalore.

## 9. CONFIDENTIALITY

As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions that will be the property of the Company. To protect the interests of the Company, you will be required to sign the Company's standard *"Non Disclosure of Confidential Information and Invention Assignment Agreement"* as a condition of your employment. The Company hereby instructs and directs you not to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have towards any former employer.

During your employment with the Company, you agree to not engage in any employment, business or activity that is in any way competitive with the business or proposed business of the Company. You will disclose to the Company in writing any other gainful employment, business or activity that you are currently associated with or participating in that competes with the business of the Company. You will not assist any other person or organization in competing with the Company or in preparing to engage in competition with the business or proposed business of the Company.

You represent by signing this Letter and/ or the Company's Non Disclosure of Confidential Information and Invention Assignment Agreement and commencement of your employment with the Company, that you will not be violating any agreement currently in place between yourself and current or past employers.

- 7.5.2 Absence from service without prior notice in writing or without sufficient cause for a period of seven (7) days or more and not rejoining service despite reminder(s) from the Company;
- 7.5.3 Participating in and/or abetting the conduct of a strike in contravention of any law;
- 7.5.4 Causing damage to the reputation or property of the Company;
- 7.5.5 Breach or non-observance of the terms, conditions or stipulations contained in this Letter;
- 7.5.6 Breach of the confidentiality/secretcy provisions set out in the Non Disclosure of Confidential Information and Invention Assignment Agreement.
- 7.5.7 Any criminal or illegal activity breaking laws or any conviction by a court of law
- 7.6 On termination of your employment, the Company shall not have any further liability towards you other than remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.
- 7.7 Immediately upon termination of your employment, you shall return to the Company, all property/ies of the Company heretofore provided to you by the Company, or otherwise in your custody, possession or control.
- 7.8 Notwithstanding any provision of this Letter to the contrary, no termination of your employment for any reason whatsoever, shall in any manner operate to terminate, limit or otherwise affect the Company's ownership of any of the rights, properties, privileges granted to the Company hereunder or under any other agreement executed between you and the Company.
- 7.9 On termination of your employment for any reason whatsoever, you shall fully co-operate and provide all assistance as may be necessary or reasonably required by the Company for handing over your job responsibilities and functions to your successor in a manner that ensures continuity in the administration of the Company's affairs.

If any provision of this Letter is held by any competent authority to be invalid or unenforceable, the validity of other provisions and the remainder of this Letter shall not be affected.

You shall not make any announcement concerning the 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 Letter and the Non-Disclosure of Confidential Information and Invention Assignment Agreement, are the exclusive and entire understanding between the Company and you relating to the subject matter hereof, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

Yours Sincerely,  
For Molecular Connections Private Limited

*Jignesh Bhate*

Name : Jignesh Bhate  
Title : Chief Executive Officer

I have read and hereby accept the terms and conditions of this Letter of Appointment:

Signature: *Bhavya M*

Name of the Employee: BHAVYA M

Date: 15/11/2022

We hope that you will accept our offer to join the Company on the terms of this Letter. You may indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this Letter and returning the signed copy to the Company. Your employment is contingent on successful completion of background and reference checks and starting work with the Company.

**10. NON SOLICITATION AND NON COMPETITION**

During the term of your employment and for a period of three (3) years immediately thereafter, you agree not to solicit any employee, consultant, customer, vendor or independent contractor of the Company for yourself or on behalf of any other business enterprise, nor shall you induce any employee, consultant, customer, vendor or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**11. INDEMNIFICATION**

You agree to indemnify the Company and its affiliates/subsidiaries, officers, agents, representatives for any losses or damages sustained by the Company and its affiliates/subsidiaries, officers, agents, representatives, which is caused by or related to your employment in the Company or any breach of any of the provisions contained in this Letter and/or any other formal agreement executed between you and the Company.

**12. GENERAL**

This Letter and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. However, the Company may assign this Letter, in part or whole, upon written notice to you.

No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of Employment shall operate as a waiver of such powers, rights or remedies.



**ANNEXURE - A (TOTAL COMPENSATION & BENEFITS)**

NAME	Ms. Bhavya M		
DESIGNATION	Scientific Analyst		
GRADE	7		
LEVEL	2		
EFFECTIVE DATE	November 16, 2022		
SALARY COMPONENTS		MONTHLY	ANNUAL
A.	FIXED COMPONENTS		
	Basic + DA	15000	180000
	M Bonus	3000	36000
B.	RETIREMENT BENEFITS		
	PF (Employer contribution)	1800	21600
	Gratuity Contribution	722	8664
C.	OTHER BENEFITS		
	ESIC ( Employer contribution)	585	7020
	MONTHLY CTC ( A+B+C)	21107	
	ANNUAL CTC ( A+B+C)		253284

Your compensation has been structured to facilitate better tax planning and increased savings for you during the financial year. Further, additional employee benefits that you would be eligible for (which are not appearing in the above structure) are explained below:

(i) **Food subsidy:**

The Company would pay for subsidizing the food @ 50% of the cost to be paid by you, if you are availing the lunch supplied at the office cafeteria.

**Your Total Maximum Earnings and Cost to the Company = INR 259884/- per annum.**  
(Annual Gross + Total Benefits)

Signed By: *Gignesh Bhate*

Date: November 15, 2022

Please Note: MC has tie-up only with ICICI and HDFC banks for the salary disbursement for its employees. So, you are expected to open an account with any of these bank's branch if not having one and notify us with the account details along with a proof of copy of passbook or cheque leaf within 15 days of your joining MC.

*Anathi*

*Bhavya M*

Open document	bhavyam27032000@gmail.com	11/15/22 5:33:42 AM EST	2409:4071:4e02:fc7d:118e:b7:1986:3de9
Open document	bhavyam27032000@gmail.com	11/15/22 5:33:42 AM EST	2409:4071:4e02:fc7d:118e:b7:1986:3de9
Open document	bhavyam27032000@gmail.com	11/15/22 6:07:45 AM EST	2409:4071:4e02:fc7d:118e:b7:1986:3de9
Open document	bhavyam27032000@gmail.com	11/15/22 6:07:45 AM EST	2409:4071:4e02:fc7d:118e:b7:1986:3de9
Sign document	bhavyam27032000@gmail.com	11/15/22 6:11:23 AM EST	2409:4071:4e02:fc7d:118e:b7:1986:3de9
Close document	bhavyam27032000@gmail.com	11/15/22 6:11:23 AM EST	2409:4071:4e02:fc7d:118e:b7:1986:3de9

November 22, 2022

**LETTER OF APPOINTMENT**

Ms. Bharathi R  
##C21,doordarshan quarters,  
Jalahalli,Bangalore-560013

Dear Ms. Bharathi R,

Molecular Connections Private Limited (the "Company"), along with its subsidiaries and group companies, is pleased to offer you employment on the following terms and conditions:

**1. COMMENCEMENT OF EMPLOYMENT**

- 1.1 You are employed by the Company in the position of **Scientific Analyst – Trainee** subject to the terms and conditions set forth in this Appointment Letter ("Letter"). Your employment with the Company shall commence from **November 28, 2022** and be valid until terminated in accordance with the terms set forth in this Letter (the "**Employment Period**").
- 1.2 Your appointment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application to the Company, your services are liable to be terminated forthwith without any notice or compensation. Your employment in the Company is also contingent upon your ability to work for the Company without any restriction/s, i.e., you are not bound by any non-compete obligations or any other restrictive clauses with any of your previous employers.
- 1.3 For joining purposes, you shall report to HR Manager of the Company.

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- 1.4 You shall, during the Employment Period, be diligent and loyal and devote your professional skills, time, energies and best efforts to the performance of your duties and responsibilities in the Company.
- 1.5 During the Employment Period, you shall not engage in any other employment, consulting or other business activity (whether full-time or part-time or paid or unpaid) By signing this Letter, you expressly undertake that you have no contractual commitments or other legal obligations that would prevent you from performing your duties towards the Company, in any manner whatsoever. Any charitable work needs prior permission of the company.
- 1.6 You will initially be on probation for a period of six (6) months from the actual date of joining. The probation period may be reduced or extended by the Company at its sole discretion depending upon your performance without providing any reasons. You will be on probation until your successful completion of the probationary period is confirmed in writing.
- 1.7 **MINIMUM SERVICE PERIOD** – You are required to serve the company for a minimum period of 12 months including your probation period. Please note that if you decide to leave the Organization before completing the minimum service period, the Company would be entitled to recover the training expenses of INR 25000/- (Rupees Twenty Five Thousand only) including notice pay from you as discussed and mutually agreed at the time of your selection.
- 1.8 Retirement age is 60 (sixty) years. This can be modified based on the company's discretion, subject to legal protection available to the employee.
- 1.9 During your employment if you remain absent for a continuous period of eight (8) days without leave or without obtaining the reporting manager's approval in writing, your employment will be deemed to have been voluntarily terminated by you without notice or salary in lieu thereof.

## **2. SALARY, BONUSES, ETC.**

- 2.1 You will be remunerated for your services as detailed in Annexure A appended to this Letter in accordance with Company's customary payroll procedures. The remuneration shall be reviewed from time to time at the discretion of the Company.
- 2.2 The compensation package will be subject to the usual deductions for tax as required under applicable laws.
- 2.3 The compensation package will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time, as may be relevant under applicable law.
- 2.4 The compensation package set forth in Section 2.1 includes compensation for all services rendered under this Letter.
- 2.5 As a regular employee of the Company, you will be eligible to participate in regular health insurance and other employee benefit plans in accordance with the policies established and maintained by the Company from time to time.

## **3. DUTIES AND OTHER ACTIVITIES**

- 3.1 You shall, in all respects, carry out and use your best endeavors in carrying out the objectives of the Company and protect its interest in all things to the best of your ability and judgment and devote all your time and attention to the business of the Company.
- 3.2 You are not allowed to undertake other work or business-related activities, except with the prior written consent of the Company, irrespective of whether you receive financial compensation for these activities.

## **4. PLACE OF WORK**

- 4.1 Your place of work will be at the Company's office in Bangalore. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company or to any of its parent company, subsidiary, group company, strategic partner/customer, etc. where it may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.

- 4.2 The Company may also require you to complete certain duties or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or enter into an agreement. You may also be required to work at any client premises based in India or overseas, as deemed fit by the Company.

## **5. RULES AND REGULATIONS**

- 5.1 In addition to the terms and conditions of employment specifically stated herein, you undertake to be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.
- 5.2 Your employment shall also be governed by statutory laws enacted by Central or State Government or local authorities, as may be applicable, from time to time.

## **6. COMPLIANCE WITH APPLICABLE LAWS**

- 6.1 You agree to comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to your employment with the Company.
- 6.2 Without limiting the generality of the foregoing, you represent and warrant 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 government official, political party, candidate for political office, or public international organization; 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 government official, political party, candidate for political office, or public international organization, for the purpose of obtaining or retaining any business, or to obtain another unfair advantage, in connection with the Company's business.
- 6.3 By signing this Letter of Appointment, you consent to the terms and conditions of the Company Policy, as maybe modified by the Company from time to time at its sole discretion.

## **7. TERMINATION OF EMPLOYMENT**

- 7.1 At any time during your probation period, the Company may terminate your employment by giving a prior written notice of 30 (thirty) days or salary in lieu thereof.
- 7.2 Upon confirmation of your employment with the Company, the Company may terminate your employment by giving atleast three (3) months prior notice in writing or payment in lieu of such notice. In the event you desire to terminate your employment with the Company, you shall have to give a prior written notice of three (3) months to the Company. Company reserves right not to accept Notice amount money in lieu of notice period due to business reasons.
- 7.3 In case you do not serve the complete notice period as required by the Company, then the Company will be under no obligation to issue the relieving documents to you or undertake any other relieving formalities.
- 7.4 Your employment with the company may be terminated by the Company without notice or payment in lieu thereof, in case of breach or non-compliance of the terms, conditions or stipulations contained in this Letter, which would be construed as misconduct, or if you are found guilty of any negligence or other misconduct in connection with or affecting the business or affairs of the Company. Termination of your employment for the reasons stated herein would be without prejudice to:
  - 7.4.1 The Company's right to claim the actual damages it has suffered on account of such breach; and
  - 7.4.2 Any other relief to which the Company may be entitled under contract, law or equity.
- 7.5 **Misconduct will include without limitation:**
  - 7.5.1 Habitual absence from service without prior notice in writing and/ or without sufficient cause;

- 7.5.2 Absence from service without prior notice in writing or without sufficient cause for a period of seven (7) days or more and not rejoining service despite reminder(s) from the Company;
- 7.5.3 Participating in and/or abetting the conduct of a strike in contravention of any law;
- 7.5.4 Causing damage to the reputation or property of the Company;
- 7.5.5 Breach or non-observance of the terms, conditions or stipulations contained in this Letter;
- 7.5.6 Breach of the confidentiality/secrecy provisions set out in the Non Disclosure of Confidential Information and Invention Assignment Agreement;
- 7.5.7 Any criminal or illegal activity breaking laws or any conviction by a court of law
- 7.6 On termination of your employment, the Company shall not have any further liability towards you other than remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.
- 7.7 Immediately upon termination of your employment, you shall return to the Company, all property/ies of the Company heretofore provided to you by the Company, or otherwise in your custody, possession or control.
- 7.8 Notwithstanding any provision of this Letter to the contrary, no termination of your employment for any reason whatsoever, shall in any manner operate to terminate, limit or otherwise affect the Company's ownership of any of the rights, properties, privileges granted to the Company hereunder or under any other agreement executed between you and the Company.
- 7.9 On termination of your employment for any reason whatsoever, you shall fully co-operate and provide all assistance as may be necessary or reasonably required by the Company for handing over your job responsibilities and functions to your successor in a manner that ensures continuity in the administration of the Company's affairs.



7.10 You shall not solicit or take away, directly or indirectly for any reason, any person, entity or business that was, at any time during your employment or at the time of your termination, a customer or prospective customer of the Company or any of its subsidiaries or affiliates.

7.11 You shall not solicit or take away or attempt to solicit or take away, directly or indirectly, any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity.

## 8. GOVERNING LAW AND JURISDICTION

This Letter is governed by and construed in accordance with the laws of India and will be subject to exclusive jurisdiction to the Courts at Bangalore.

## 9. CONFIDENTIALITY

As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions that will be the property of the Company. To protect the interests of the Company, you will be required to sign the Company's standard *"Non Disclosure of Confidential Information and Invention Assignment Agreement"* as a condition of your employment. The Company hereby instructs and directs you not to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have towards any former employer.

During your employment with the Company, you agree to not engage in any employment, business or activity that is in any way competitive with the business or proposed business of the Company. You will disclose to the Company in writing any other gainful employment, business or activity that you are currently associated with or participating in that competes with the business of the Company. You will not assist any other person or organization in competing with the Company or in preparing to engage in competition with the business or proposed business of the Company.

You represent by signing this Letter and/ or the Company's Non Disclosure of Confidential Information and Invention Assignment Agreement and commencement of your employment with the Company, that you will not be violating any agreement currently in place between yourself and current or past employers.

We hope that you will accept our offer to join the Company on the terms of this Letter. You may indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this Letter and returning the signed copy to the Company. Your employment is contingent on successful completion of background and reference checks and starting work with the Company.

#### **10. NON SOLICITATION AND NON COMPETITION**

During the term of your employment and for a period of three (3) years immediately thereafter, you agree not to solicit any employee, consultant, customer, vendor or independent contractor of the Company for yourself or on behalf of any other business enterprise, nor shall you induce any employee, consultant, customer, vendor or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

#### **11. INDEMNIFICATION**

You agree to indemnify the Company and its affiliates/subsidiaries, officers, agents, representatives for any losses or damages sustained by the Company and its affiliates/subsidiaries, officers, agents, representatives, which is caused by or related to your employment in the Company or any breach of any of the provisions contained in this Letter and/ or any other formal agreement executed between you and the Company.

#### **12. GENERAL**

This Letter and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. However, the Company may assign this Letter, in part or whole, upon written notice to you.

No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of Employment shall operate as a waiver of such powers, rights or remedies.

If any provision of this Letter is held by any competent authority to be invalid or unenforceable, the validity of other provisions and the remainder of this Letter shall not be affected.

You shall not make any announcement concerning the 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 Letter and the Non-Disclosure of Confidential Information and Invention Assignment Agreement, are the exclusive and entire understanding between the Company and you relating to the subject matter hereof, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

Yours Sincerely,  
For Molecular Connections Private Limited

Name : Jignesh Bhat  
Title : Chief Executive Officer

I have read and hereby accept the terms and conditions of this Letter of Appointment:

Signature.

Name of the Employee:

Employee Code:

Date:

**ANNEXURE - A (TOTAL COMPENSATION & BENEFITS)**

NAME	Ms. Bharathi R	
EMP CODE		
DESIGNATION	Scientific Analyst – Trainee	
GRADE	7	
LEVEL	2	
EFFECTIVE DATE	November 28, 2022	
SALARY COMPONENTS	MONTHLY	ANNUAL
FIXED COMPONENTS		
Basic + DA	15000	180000
Special Allowance	1349	16188
M Bonus	3000	36000
RETIREMENT BENEFITS		
PF (Employer contribution)	1800	21600
Gratuity Contribution	722	8664
OTHER BENEFITS		
ESIC ( Employer contribution)	629	7548
MONTHLY CTC ( A+B+C)	22500	
ANNUAL CTC ( A+B+C)		270000

Your compensation has been structured to facilitate better tax planning and increased savings for you during the financial year. Further, additional employee benefits that you would be eligible for (which are not appearing in the above structure) are explained below:

**(i) Food subsidy:**

The Company would pay for subsidizing the food @ 50% of the cost to be paid by you, if you are availing the lunch supplied at the office canteen.

**Your Total Maximum Earnings and Cost to the Company = INR 270000/- per annum.**  
**[Annual Gross + Total Benefits]**

**Signed By:**

**Date:**

Please Note: MC has tie-up only with ICICI and HDFC banks for the salary disbursement for its employees. So, you are expected to open an account with any of these bank's branch if not having one and notify us with the account details along with a proof of copy of passbook or cheque leaf within 15 days of your joining MC.

November 12, 2022

**LETTER OF APPOINTMENT**

Ms. Lavanya E  
#15, 3rd Main Road,  
Shrikanteswara Nagar,  
Mahalakmi Layout,  
Bangalore - 560086

Dear Ms. Lavanya E,

Molecular Connections Private Limited (the "Company") along with its subsidiaries and group companies, is pleased to offer you employment on the following terms and conditions:

**1. COMMENCEMENT OF EMPLOYMENT**

- 1.1 You are employed by the Company in the position of **Scientific Analyst** subject to the terms and conditions set forth in this Appointment Letter ("Letter"). Your employment with the Company shall commence from **November 21, 2022** and be valid until terminated in accordance with the terms set forth in this Letter (the "**Employment Period**").
- 1.2 Your appointment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application to the Company, your services are liable to be terminated forthwith without any notice or compensation. Your employment in the Company is also contingent upon your ability to work for the Company without any restriction/s, i.e., you are not bound by any non-compete obligations or any other restrictive clauses with any of your previous employers.
- 1.3 For joining purposes, you shall report to HR Manager of the Company.

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- 1.4 You shall, during the Employment Period, be diligent and loyal and devote your professional skills, time, energies and best efforts to the performance of your duties and responsibilities in the Company.
- 1.5 During the Employment Period, you shall not engage in any other employment, consulting or other business activity (whether full-time or part-time or paid or unpaid) By signing this Letter, you expressly undertake that you have no contractual commitments or other legal obligations that would prevent you from performing your duties towards the Company, in any manner whatsoever. Any charitable work needs prior permission of the company.
- 1.6 You will initially be a confirmed employee of the Company.
- 1.7 **MINIMUM SERVICE PERIOD** – You are required to serve the company for a minimum period of 12 months. Please note that if you decide to leave the Organization before completing the minimum service period, the Company would be entitled to recover the training expenses of INR 25000/- (Rupees Twenty Five Thousand only) including notice pay from you as discussed and mutually agreed at the time of your selection.
- 1.8 Retirement age is 60 (sixty) years. This can be modified based on the company's discretion, subject to legal protection available to the employee.
- 1.9 During your employment, if you remain absent for a continuous period of eight (8) days without leave or without obtaining the reporting manager's approval in writing, your employment will be deemed to have been voluntarily terminated by you without notice or salary in lieu thereof.

November 24, 2022

**LETTER OF APPOINTMENT**

Ms. Sanjana S  
# 11, Mathrushree nilaya,  
2<sup>nd</sup> main road 2<sup>nd</sup> cross,  
Murikondappa layout,  
Bagalagunte Nagasandra post,  
Bangalore-560073

Dear Ms. Sanjana S,

Molecular Connections Private Limited (the "Company"), along with its subsidiaries and group companies, is pleased to offer you employment on the following terms and conditions:

**1. COMMENCEMENT OF EMPLOYMENT**

- 1.1 You are employed by the Company in the position of **Scientific Analyst – Trainee** subject to the terms and conditions set forth in this Appointment Letter ("Letter"). Your employment with the Company shall commence from **November 28, 2022** and be valid until terminated in accordance with the terms set forth in this Letter (the "**Employment Period**").
- 1.2 Your appointment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application to the Company, your services are liable to be terminated forthwith without any notice or compensation. Your employment in the Company is also contingent upon your ability to work for the Company without any restriction/s, i.e., you are not bound by any non-compete obligations or any other restrictive clauses with any of your previous employers.
- 1.3 For joining purposes, you shall report to HR Manager of the Company.



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- 1.4 You shall, during the Employment Period, be diligent and loyal and devote your professional skills, time, energies and best efforts to the performance of your duties and responsibilities in the Company.
- 1.5 During the Employment Period, you shall not engage in any other employment, consulting or other business activity (whether full-time or part-time or paid or unpaid) By signing this Letter, you expressly undertake that you have no contractual commitments or other legal obligations that would prevent you from performing your duties towards the Company, in any manner whatsoever. Any charitable work needs prior permission of the company.
- 1.6 You will initially be on probation for a period of six (6) months from the actual date of joining. The probation period may be reduced or extended by the Company at its sole discretion depending upon your performance without providing any reasons. You will be on probation until your successful completion of the probationary period is confirmed in writing.
- 1.7 **MINIMUM SERVICE PERIOD** – You are required to serve the company for a minimum period of 12 months including your probation period. Please note that if you decide to leave the Organization before completing the minimum service period, the Company would be entitled to recover the training expenses of INR 25000/- (Rupees **Twenty Five Thousand only**) including notice pay from you as discussed and mutually agreed at the time of your selection.
- 1.8 Retirement age is 60 (sixty) years. This can be modified based on the company's discretion, subject to legal protection available to the employee/
- 1.9 During your employment if you remain absent for a continuous period of eight (8) days without leave or without obtaining the reporting manager's approval in writing, your employment will be deemed to have been voluntarily terminated by you without notice or salary in lieu thereof.

3.



## **2. SALARY, BONUSES, ETC.**

- 2.1 You will be remunerated for your services as detailed in Annexure A appended to this Letter in accordance with Company's customary payroll procedures. The remuneration shall be reviewed from time to time at the discretion of the Company.
- 2.2 The compensation package will be subject to the usual deductions for tax as required under applicable laws.
- 2.3 The compensation package will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time, as may be relevant under applicable law.
- 2.4 The compensation package set forth in Section 2.1 includes compensation for all services rendered under this Letter.
- 2.5 As a regular employee of the Company, you will be eligible to participate in regular health insurance and other employee benefit plans in accordance with the policies established and maintained by the Company from time to time.

## **3. DUTIES AND OTHER ACTIVITIES**

- 3.1 You shall, in all respects, carry out and use your best endeavors in carrying out the objectives of the Company and protect its interest in all things to the best of your ability and judgment and devote all your time and attention to the business of the Company.
- 3.2 You are not allowed to undertake other work or business-related activities, except with the prior written consent of the Company, irrespective of whether you receive financial compensation for these activities.

## **4. PLACE OF WORK**

- 4.1 Your place of work will be at the Company's office in Bangalore. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company or to any of its parent company, subsidiary, group company, strategic partner/customer, etc. where it may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.



- 4.2 The Company may also require you to complete certain duties or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or enter into an agreement. You may also be required to work at any client premises based in India or overseas, as deemed fit by the Company.

## 5. RULES AND REGULATIONS

- 5.1 In addition to the terms and conditions of employment specifically stated herein, you undertake to be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.
- 5.2 Your employment shall also be governed by statutory laws enacted by Central or State Government or local authorities, as may be applicable, from time to time.

## 6. COMPLIANCE WITH APPLICABLE LAWS

- 6.1 You agree to comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to your employment with the Company.
- 6.2 Without limiting the generality of the foregoing, you represent and warrant 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 government official, political party, candidate for political office, or public international organization; 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 government official, political party, candidate for political office, or public international organization, for the purpose of obtaining or retaining any business, or to obtain another unfair advantage, in connection with the Company's business.
- 6.3 By signing this Letter of Appointment, you consent to the terms and conditions of the Company Policy, as maybe modified by the Company from time to time at its sole discretion.



## 7. TERMINATION OF EMPLOYMENT

- 7.1 At any time during your probation period, the Company may terminate your employment by giving a prior written notice of 30 (thirty) days or salary in lieu thereof.
- 7.2 Upon confirmation of your employment with the Company, the Company may terminate your employment by giving at least three (3) months prior notice in writing or payment in lieu of such notice. In the event you desire to terminate your employment with the Company, you shall have to give a prior written notice of three (3) months to the Company. Company reserves right not to accept Notice amount money in lieu of notice period due to business reasons.
- 7.3 In case you do not serve the complete notice period as required by the Company, then the Company will be under no obligation to issue the relieving documents to you or undertake any other relieving formalities.
- 7.4 Your employment with the company may be terminated by the Company without notice or payment in lieu thereof, in case of breach or non-compliance of the terms, conditions or stipulations contained in this Letter, which would be construed as misconduct, or if you are found guilty of any negligence or other misconduct in connection with or affecting the business or affairs of the Company. Termination of your employment for the reasons stated herein would be without prejudice to:
- 7.4.1 The Company's right to claim the actual damages it has suffered on account of such breach; and
- 7.4.2 Any other relief to which the Company may be entitled under contract, law or equity.
- 7.5 **Misconduct will include without limitation:**
- 7.5.1 Habitual absence from service without prior notice in writing and/ or without sufficient cause;

 8

- 7.5.2 Absence from service without prior notice in writing or without sufficient cause for a period of seven (7) days or more and not rejoining service despite reminder(s) from the Company;
- 7.5.3 Participating in and/ or abetting the conduct of a strike in contravention of any law;
- 7.5.4 Causing damage to the reputation or property of the Company;
- 7.5.5 Breach or non-observance of the terms, conditions or stipulations contained in this Letter;
- 7.5.6 Breach of the confidentiality/secretary provisions set out in the Non Disclosure of Confidential Information and Invention Assignment Agreement.
- 7.5.7 Any criminal or illegal activity breaking laws or any conviction by a court of law
- 7.6 On termination of your employment, the Company shall not have any further liability towards you other than remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.
- 7.7 Immediately upon termination of your employment, you shall return to the Company, all property/ies of the Company heretofore provided to you by the Company, or otherwise in your custody, possession or control.
- 7.8 Notwithstanding any provision of this Letter to the contrary, no termination of your employment for any reason whatsoever, shall in any manner operate to terminate, limit or otherwise affect the Company's ownership of any of the rights, properties, privileges granted to the Company hereunder or under any other agreement executed between you and the Company.
- 7.9 On termination of your employment for any reason whatsoever, you shall fully co-operate and provide all assistance as may be necessary or reasonably required by the Company for handing over your job responsibilities and functions to your successor in a manner that ensures continuity in the administration of the Company's affairs.

*[Handwritten signature]*

- 7.10 You shall not solicit or take away, directly or indirectly for any reason, any person, entity or business that was, at any time during your employment or at the time of your termination, a customer or prospective customer of the Company or any of its subsidiaries or affiliates.
- 7.11 You shall not solicit or take away or attempt to solicit or take away, directly or indirectly, any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity.

## 8. GOVERNING LAW AND JURISDICTION

This Letter is governed by and construed in accordance with the laws of India and will be subject to exclusive jurisdiction to the Courts at Bangalore.

## 9. CONFIDENTIALITY

As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions that will be the property of the Company. To protect the interests of the Company, you will be required to sign the Company's standard **"Non Disclosure of Confidential Information and Invention Assignment Agreement"** as a condition of your employment. The Company hereby instructs and directs you not to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have towards any former employer.

During your employment with the Company, you agree to not engage in any employment, business or activity that is in any way competitive with the business or proposed business of the Company. You will disclose to the Company in writing any other gainful employment, business or activity that you are currently associated with or participating in that competes with the business of the Company. You will not assist any other person or organization in competing with the Company or in preparing to engage in competition with the business or proposed business of the Company.

You represent by signing this Letter and/ or the Company's Non Disclosure of Confidential Information and Invention Assignment Agreement and commencement of your employment with the Company, that you will not be violating any agreement currently in place between yourself and current or past employers.



We hope that you will accept our offer to join the Company on the terms of this Letter. You may indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this Letter and returning the signed copy to the Company. Your employment is contingent on successful completion of background and reference checks and starting work with the Company.

**10. NON SOLICITATION AND NON COMPETITION**

During the term of your employment and for a period of three (3) years immediately thereafter, you agree not to solicit any employee, consultant, customer, vendor or independent contractor of the Company for yourself or on behalf of any other business enterprise, nor shall you induce any employee, consultant, customer, vendor or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**11. INDEMNIFICATION**

You agree to indemnify the Company and its affiliates/subsidiaries, officers, agents, representatives for any losses or damages sustained by the Company and its affiliates/subsidiaries, officers, agents, representatives, which is caused by or related to your employment in the Company or any breach of any of the provisions contained in this Letter and/ or any other formal agreement executed between you and the Company.

**12. GENERAL**

This Letter and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. However, the Company may assign this Letter, in part or whole, upon written notice to you.

No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of Employment shall operate as a waiver of such powers, rights or remedies.

*[Handwritten signature]*

If any provision of this Letter is held by any competent authority to be invalid or unenforceable, the validity of other provisions and the remainder of this Letter shall not be affected.

You shall not make any announcement concerning the 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 Letter and the Non-Disclosure of Confidential Information and Invention Assignment Agreement, are the exclusive and entire understanding between the Company and you relating to the subject matter hereof, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

Yours Sincerely,  
For Molecular Connections Private Limited

*Agneesh Bhat*  
Name : Agneesh Bhat  
Title : Chief Executive Officer

I have read and hereby accept the terms and conditions of this Letter of Appointment:



Signature:

Name of the Employee

Employee Code:

Date:

**ANNEXURE - A (TOTAL COMPENSATION & BENEFITS)**

NAME	Ms. Sanjana S	
EMP CODE		
DESIGNATION	Scientific Analyst – Trainee	
GRADE	7	
LEVEL	2	
EFFECTIVE DATE	November 28, 2022	
<b>SALARY COMPONENTS</b>		
	<b>MONTHLY</b>	<b>ANNUAL</b>
<b>FIXED COMPONENTS</b>		
Basic + DA	15000	180000
Special Allowance	1349	16188
M Bonus	3000	36000
<b>RETIREMENT BENEFITS</b>		
PF (Employer contribution)	1800	21600
Gratuity Contribution	722	8664
<b>OTHER BENEFITS</b>		
ESIC ( Employer contribution)	629	7548
<b>MONTHLY CTC ( A+B+C)</b>	<b>22500</b>	
<b>ANNUAL CTC ( A+B+C)</b>		<b>270000</b>

Your compensation has been structured to facilitate better tax planning and increased savings for you during the financial year. Further, additional employee benefits that you would be eligible for (which are not appearing in the above structure) are explained below:

(i) **Food subsidy:**

The Company would pay for subsidizing the food @ 50% of the cost to be paid by you, if you are availing the lunch supplied at the office cafeteria.

**Your Total Maximum Earnings and Cost to the Company = INR 270000/- per annum.**  
[Annual Gross + Total Benefits]

Signed By: *Jigresh Bhatt*

Date:

Please Note: MC has tie-up only with ICICI and HDFC banks for the salary disbursement for its employees. So, you are expected to open an account with any of these bank's branch if not having one and notify us with the account details along with a proof of copy of passbook or cheque leaf within 15 days of your joining MC.

*[Signature]*

*Bharat*



DigiSigner Document ID: d849251f-a942-4568-b972-87173c84f239

**Signer****Signature**

Email: bharat@molecularconnections.com  
IP Address: 49.37.248.209

*Bharat*

Email: jignesh@molecularconnections.com  
IP Address: 103.31.216.138

*Jignesh Bhate*

Email: Jignesh@molecularconnections.com  
IP Address: 103.31.216.138

*Jignesh Bhate*

Email: sanjanashetty3736@gmail.com  
IP Address: 2405:204:551f:4d8c:c81c:f370:a70a:1492

*Sanjanashetty*

Email: sanjanashetty3736@gmail.com  
IP Address: 2405:204:551f:4d8c:c81c:f370:a70a:1492

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*Sanjanashetty*

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IP Address: 2405:204:551f:4d8c:c81c:f370:a70a:1492

*Sanjanashetty*

Email: sanjanashetty3736@gmail.com  
IP Address: 2405:204:551f:4d8c:c81c:f370:a70a:1492

Sanjay P.

Email: sanjanashetty3736@gmail.com  
IP Address: 2405:204:551f:4d8c:c81c:f370:a70a:1492

Sanjay P.

Email: sanjanashetty3736@gmail.com  
IP Address: 2405:204:551f:4d8c:c81c:f370:a70a:1492

Sanjay P.

Email: sanjanashetty3736@gmail.com  
IP Address: 2405:204:551f:4d8c:c81c:f370:a70a:1492

Sanjay P.

Event	User	Time	IP Address
Upload document	hrtteam@molecularconnection s.com	11/24/22 2:06:41 AM EST	2406:7400:63:f52:a118:56ab: 148e:5cf3
Open document	hrtteam@molecularconnection s.com	11/24/22 2:06:39 AM EST	2406:7400:63:f52:a118:56ab: 148e:5cf3
Close document	hrtteam@molecularconnection s.com	11/24/22 2:07:32 AM EST	2406:7400:63:f52:a118:56ab: 148e:5cf3
Send for signing	hrtteam@molecularconnection s.com	11/24/22 2:07:40 AM EST	2406:7400:63:f52:a118:56ab: 148e:5cf3
Open document	bharat@molecularconnection s.com	11/24/22 2:28:57 AM EST	49.37.248.209
Sign document	bharat@molecularconnection s.com	11/24/22 2:29:24 AM EST	49.37.248.209
Close document	bharat@molecularconnection s.com	11/24/22 2:29:24 AM EST	49.37.248.209
Open document	hrtteam@molecularconnection s.com	11/24/22 3:05:35 AM EST	2406:7400:63:75e:f1c6b5:4a6 5:a697:171d
Close document	hrtteam@molecularconnection s.com	11/24/22 3:05:38 AM EST	2406:7400:63:75e:f1c6b5:4a6 5:a697:171d
Open document	lignesh@molecularconnection s.com	11/24/22 4:21:04 AM EST	103.31.215.138
Sign document	lignesh@molecularconnection s.com	11/24/22 4:21:19 AM EST	103.31.215.138
Close document	lignesh@molecularconnection s.com	11/24/22 4:21:19 AM EST	103.31.215.138
Open document	sanjanashetty3736@gmail.co m	11/24/22 4:22:11 AM EST	2405:204:551f:4d8c:c81c:f37 0:a70a:1492
Download document	sanjanashetty3736@gmail.co m	11/24/22 4:24:15 AM EST	2405:204:551f:4d8c:c81c:f37 0:a70a:1492
Download document	sanjanashetty3736@gmail.co m	11/24/22 4:27:00 AM EST	2405:204:551f:4d8c:c81c:f37 0:a70a:1492
Sign document	sanjanashetty3736@gmail.co m	11/24/22 4:28:08 AM EST	2405:204:551f:4d8c:c81c:f37 0:a70a:1492
Close document	sanjanashetty3736@gmail.co m	11/24/22 4:28:08 AM EST	2405:204:551f:4d8c:c81c:f37 0:a70a:1492



**OFFER FOR EMPLOYMENT**

Dear Fathima,

On behalf of Great West Global Business Services India Private Limited ("Great West Global" or "Company"), we are pleased to offer you a Full time as Assoc Spec Participant Transaction in the company. You will be required to join Great West Global in Bangalore on mutually agreed upon date.

Your gross annual Total Fixed Pay (TFP) will be ₹300,000.00 (INR Salary), subject to deduction of tax at source and other statutory deductions in compliance with the prevailing tax & other applicable laws.

Further, you will also be eligible for Gratuity and other benefits & facilities as per applicable Company Policy(s). The details of benefits & facilities will be provided to you by your Manager or Human Resource Department as a part of your New Hire Orientation. If you have additional questions, please contact GWWG Human Resources at [EmpowerIndia\\_ESS@empowerment.com](mailto:EmpowerIndia_ESS@empowerment.com)

Included in this offer letter is a List of Documents that you are required to submit on or before the date of joining Great West Global.

Your employment with Great West Global is considered to be at will and may be terminated by you or Great West Global at any time subject to applicable notice period. Your appointment at Great West Global will require you to be bound by the prevailing Great West Global code of conduct and all other rules, regulations, policies, procedures and guidelines in relation to your personal and professional conduct.

The Company shall conduct background checks to verify your work history, education, criminal history and other information as required by Company policy, client requirements & applicable laws. The Company reserves the right to take appropriate action based on the results of background check. Your employment with Great West Global is subject to you providing all the requested documents and successfully clearing the background checks.

We look forward to you joining the Great West Global team. I take this opportunity to wish you a long and successful career at Great West Global.

Sincerely,

For Great West Global Business Services India Pvt. Limited

Shilpy Sharma

Regional Head HR- Human Resources

This is an electronically generated document and doesn't require a signature.



Name: Fatima K

Position: Assoc Spec Participant Transportation

Department: Operations (Geosha D (Inherited))

**Per MONTH Breakdown (Rupees)**

Basic (40% of Total Fixed Pay)	INR 17,000.00
HRA (40% of Basic Salary)	INR 2,560.00
Statutory Bonus	INR 3,400.00
Special Allowance	INR 0.00
Leave and Travel Allowance	INR 0.00
PF Employer Contribution	INR 2,040.00

**Total Fixed Pay (Per MONTH): INR 25,000.00**

**Per ANNUAL Breakdown (Rupees)**

Basic (40% of Total Fixed Pay)	INR ₹204,000.00
HRA (40% of Basic Salary)	INR ₹30,720.00
Statutory Bonus	INR ₹40,800.00
Special Allowance	INR
Leave and Travel Allowance	INR
PF Employer Contribution	INR ₹24,480.00

**Total Fixed Pay (Per ANNUAL): INR ₹300,000.00**

**Annual Bonus Program**

Beginning January 1, 2022, you are also eligible to participate in our Annual Bonus program (ABP) for the 2022 performance year beginning from your date of hire. Associates hired on or after October 1, 2022 are not eligible to receive a merit or participate in the Annual Bonus Program for the 2022 calendar year.

Your bonus reward opportunity will be 9.0% of your earned Total Fixed Pay. ABP awards are contingent on a variety of factors including individual and company performance, and will be determined by the Company in its sole discretion. The ABP is subject to change or termination at any time with or without notice.

To be eligible to receive any Annual Bonus payments, you must be actively employed by Great West Global and fully in compliance with the Company's policies concerning job performance and conduct as of the date Great West Global determines the Annual Bonus is earned, determinable and payable. The Annual Bonus payments will be subject to tax withholdings and other authorized deductions.



Dear Candidate,

Congratulations!

Thank you for your participation in the 'Campus Recruitment Program'. We are happy of your selection and pleased to offer you an opportunity to join us for the position of Associate Specialist at Great West Global Business Services India Pvt. Ltd ("Great West Global" or "Company"). Your place of work would be Bangalore and the same is subject to change based on the business requirements.

Your annual Total Fixed Pay would amount to INR 300,000 INR. Your bonus reward opportunity will be 8% of your earned Total Fixed Pay. Annual Bonus Program awards are contingent on a variety of factors including individual and Company performance and will be determined by the Company in its sole discretion.

Your employment with Great West Global is contingent upon successful completion of the following conditions:

- A) The Company shall conduct background checks which may include your work history, education details, criminal history, and other information as required by company policy, client requirements and applicable laws as per normal process and procedures.
- B) You are required to complete your current academic course with an aggregate of 50% in the first attempt in the current academic year with no backlogs.

Subject to satisfactory completion of the above conditions and at the sole discretion of the Company, you will be formally offered to join Great West Global Business Services India Pvt. Ltd.

Our formal Offer letter for employment will be handed over to you on or prior to the date of joining. Kindly accept this offer, by signing in the space provided below and return it to us as token of your acceptance. In case of any queries please feel free to contact Ms. Deepa Sharma on [deepa.sharma@empower.com](mailto:deepa.sharma@empower.com)

We once again like to congratulate you on your selection and welcome you to Great West Global Business Services India Pvt. Ltd. Family. We look forward to a long and mutually rewarding association.

Sincerely,

For Great West Global Business Services India Pvt. Ltd.

Authorized Signatory

Name: Sindhu byreri. S

Name of the College/Institute: Maharani Lakshmi Annamalai College.

Date: 24-01-2023

Signature: Sindhu Byreri

Great West Global Business Services  
India Private Limited -  
Serving Empower and Perform

Embassy Tech Village 6E2, 1st Floor, Block 2A Building,  
West Tower, Sarjapur Outer Ring Road Deveraballi,  
Bangalore 560003

ON - U24560KA2014FT0077522



Dear Candidate,

Congratulations!!

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We once again like to congratulate you on your selection and welcome you to Great West Global Business Services India Pvt. Ltd. Family. We look forward to a long and mutually rewarding association.

Sincerely,

For Great West Global Business Services India Pvt. Ltd.

Authorized Signatory

Name: **RIFA TEHREEM**

Name of the College/Institute: **MAHARANI LAKSHMI AMMANI COLLEGE**

Date: **24/01/2023**

Signature: **Rifa Tehreem**

RECEIVED  
JAN 10 1946  
U.S. DEPT. OF AGRICULTURE  
WASHINGTON, D.C.



Dear Candidate,

Congratulations!!

Thank you for your participation in the 'Campus Recruitment Program'. We are happy of your selection and pleased to offer you an opportunity to join us for the position of Associate Specialist at Great West Global Business Services India Pvt. Ltd ("Great West Global" or "Company"). Your place of work would be Bangalore and the same is subject to change based on the business requirements.

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- A) The Company shall conduct background checks which may include your work history, education details, criminal history, and other information as required by company policy, client requirements and applicable laws as per normal process and procedures.
- B) You are required to complete your current academic course with an aggregate of 50% in the first attempt in the current academic year with no backlogs.

Subject to satisfactory completion of the above conditions and at the sole discretion of the Company, you will be formally offered to join Great West Global Business Services India Pvt. Ltd.

Our formal Offer letter for Employment will be handed over to you on or prior to the date of joining. Kindly accept this offer, by signing in the space provided below and return it to us as token of your acceptance. In case of any queries please feel free to contact Ms. Deepa Sharma on [deepa.sharma@empower.com](mailto:deepa.sharma@empower.com)

We once again like to congratulate you on your selection and welcome you to Great West Global Business Services India Pvt. Ltd. Family. We look forward to a long and mutually rewarding association.

Sincerely,

For Great West Global Business Services India Pvt. Ltd.

Authorized Signatory

Name: SHAISTA UBED

Name of the College/Institute: MAHARANI LAKSHMI AMMANI COLLEGE

Date: 24/01/2023

Signature: Shaista Ubed

3

4



MOSS ADAMS INDIA

February 3, 2023

Moss Adams India LLP  
T +91 88-68480400Registered office  
2nd Floor, Sobari Complex 24  
Holkar Market, Connaught Road  
Atrich Nagar, Bengaluru 560102  
INDIA, LLPIN AAT 0871

Dear Praveen K.A:

Congratulations! We're pleased to present you with an offer to join Moss Adams India LLP ("Moss Adams") as a Senior Associate in our Bengaluru, India office. You're an outstanding candidate and we are excited for you to join our team.

Your work location will be Moss Adams India LLP, 04-133, Block L, Embassy Tech Village, Devanahalli, Outer Ring Road, Bellandur, Bengaluru Karnataka - 560103. Please report for work at this location.

This offer is contingent upon successful completion of a background check, prior to your joining us. We will send you an email with instructions for completing the background check. Also, this offer does not constitute a contract for employment. Our employment offer will expire on February 9, 2023 unless accepted in writing.

**Start Date**

Your first day of employment will be on June 27, 2023, or another mutually agreed upon date, pending the results of your background check.

**Compensation**

Your annual fixed salary will be ₹600,000. Please refer to Appendix A for a detailed breakout of your salary structure.

**Benefits**

You will be covered by the benefit programs provided to full-time employees, as applicable to your position. Please refer to Appendix B for a summary of our benefits.

At the time of joining Moss Adams, you will be required to sign our employment agreement. We will provide you with a copy of the agreement once your background check is successfully completed. On your first day of employment, we will provide you with another copy for your signature.

Praveen, we believe we can offer you a unique and exciting opportunity, and that you're well suited to the challenges and rewards of our profession. If you have any questions about this offer, please do not hesitate to contact Bhuvan V S at 8590472727 or bhuvan@mossadams.com.

We look forward to hearing from you soon.

Sincerely,

Dave Hollett - Designated Partner, Moss Adams India LLP  
February 3, 2023

(All amounts are in INR)

Salary Appendix

Salary Appendix		
Name	Praveen K.A.	
Annual CTC	₹600,000	
Components	Guidelines	Annual
Basic	40% of Fixed	₹240,000
HRA	40% of Basic	₹96,000
Flexible Expense Plan	As per FEP Guidelines	₹175,000
Special Allowance	Balancing Component	₹60,200
Gross Fixed Pay		₹571,200
PF Employer Contribution	12% of Basic	₹28,800
Annual Fixed Salary		₹600,000
Total CTC		₹600,000

- Health and Insurance (Group Medical, Group Term Life, Group Personal Accident) is over and above the total CTC. For detailed information, please refer to Plan policies upon joining. Please also note that policies are subject to change from time to time.
- Your monthly fixed pay will be a Gross Monthly Fixed Pay less applicable deductions (PF, Professional Tax & Income Tax).

<https://mossadams.in/employeeaccession/section/offer/myOfficeLibView.jsf>

1/2

Praveen K.A.

## Attachments

.....  
\* [Sumudu S. Ruch](#) .....  
.....

Offer electronically accepted by: K. A. Pragasam  
Offer electronically accepted on: Feb 3, 2023 12:25 PM  
Offer electronically accepted from: Rf/Ab 108.2



February 3, 2023

Moss Adams India LLP  
T +91 80 8455400

Registered office  
2nd Floor, Sakshi Complex, 2d  
Field Marshal Cawnpore Road  
Ashok Nagar, Bangalore 560002  
INDIA, LI PIN: AAT 8871

Dear Anush Singh:

Congratulations! We're pleased to present you with an offer to join Moss Adams India LLP ("Firm" or "Moss Adams") as a Junior Associate in our Bangalore, India office. You're an outstanding candidate and we are excited for you to join our team.

Your work location will be Moss Adams India LLP, 04-130, Block L, Embassy Tech Village, Devarabeesahalli, Outer Ring Road, Bannerghatta, Bengaluru Karnataka - 560100. Please report for work at this location.

This offer is contingent upon successful completion of a background check, prior to your joining us. We will send you an email with instructions for completing the background check. Also, this offer does not constitute a contract for employment. Our employment offer will expire on February 9, 2023 unless accepted in writing.

#### Start Date

Your first day of employment will be on June 27, 2023, or another mutually agreed upon date, pending the results of your background check.

#### Compensation

Your annual fixed salary will be ₹900,000. Please refer to Appendix A for a detailed breakdown of your salary structure.

#### Benefits

You will be covered by the benefit programs provided to full-time employees, as applicable in your position. Please refer to Appendix B for a summary of our benefits.

At the time of joining Moss Adams, you will be required to sign our employment agreement. We will provide you with a copy of the agreement once your background check is successfully completed. On your first day of employment, we will provide you with another copy for your signature.

At last, we believe we can offer you a unique and exciting opportunity, and that you're well suited to the challenges and rewards of our profession. If you have any questions about this offer, please do not hesitate to contact: Bhavya V S. at 9690472727 or bhavyanashwanil.v.s@mnygrp.com.

We look forward to hearing from you soon.

Sincerely,

Dr. F. F. F. - Designated Partner, Moss Adams India LLP  
February 3, 2023

(All amounts are in INR)  
Salary Appendix

)

)

Salary Appendix		
Name	Aneesh Singh	
Annual CTC	₹600,000	
Components	Guidelines	Annual
Basic	40% of Fixed	₹240,000
HRA	40% of Basic	₹96,000
Flexible Expense Plan	As per FEP Guidelines	₹175,000
Special Allowance	Balancing Component	₹80,200
Gross Fixed Pay		₹571,200
PF Employer Contribution	12% of Basic	₹28,800
Annual Fixed Salary		₹600,000
Total CTC		₹600,000

- Gratuity and Insurance (Group Mediclaim, Group Term Life, Group Personal Accident) is over and above the total CTC. For detailed information, please refer to Firm policies upon joining. Please also note that policies are subject to change from time to time.
- Your monthly Net Pay will be a Gross Monthly Fixed Pay less applicable deductions (PF, Professional Tax & Income Tax)

#### Attachments

- [Appendix B \(2\).xlsx](#)

Offer electronically accepted by Singh, Aneesh  
 Offer electronically accepted on Feb 3, 2023 2:24 PM  
 Offer electronically accepted from 108 158 19 24

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3





MOSSADAMS

February 3, 2023

Moss Adams India LLP  
T: +91 80 58495400

Registered office  
2nd Floor, Sabari Complex, 24  
Field Marshal Cawnpore Road  
Ashok Nagar, Bengaluru 560102  
IN.DIA. LLPIN:AAT 8671

Dear Mayans K:

Congratulations! We're pleased to present you with an offer to join Moss Adams India LLP ("Firm" or "Moss Adams") as a Junior Associate in our Bengaluru, India office. You're an outstanding candidate and we are excited for you to join our team.

Your work location will be Moss Adams India LLP, 04-103, Block L, Embassy Tech Village, Devarabeswara, Outer Ring Road, Bellandur, Bengaluru Karnataka - 560103. Please report for work at this location.

This offer is contingent upon successful completion of a background check. Prior to your joining us, We will send you an email with instructions for completing the background check. Also, this offer does not constitute a contract for employment. Our employment offer will expire on February 8, 2023 unless accepted in writing.

**Start Date**

Your first day of employment will be on June 27, 2023, or another mutually agreed upon date, pending the results of your background check.

**Compensation**

Your annual fixed salary will be ₹600,000. Please refer to Appendix A for a detailed breakdown of your salary structure.

**Benefits**

You'll be covered by the benefit programs provided to full-time employees, as applicable to your position. Please refer to Appendix B for a summary of our benefits.

At the time of joining Moss Adams, you will be required to sign our employment agreement. We will provide you with a copy of the agreement once your background check is successfully completed. On your first day of employment, we will provide you with another copy for your signature.

Mayans, we believe we can offer you a unique and exciting opportunity, and that you're well suited to the challenges and rewards of our profession. If you have any questions about this offer, please do not hesitate to contact Bhuvaneshwari V S at 8690472727 or bhuvaneshwari.v@maycp.com.

We look forward to hearing from you soon.

Sincerely,

Dev Folland - Designated Partner, Moss Adams India LLP  
February 3, 2023

(All amounts are in INR)  
Salary Appendix

Salary Appendix		
Name	Mayans K	
Annual CTC	₹600,000	
Components	Guidelines	Annual
Basic	40% of Fixed	₹240,000
HRA	40% of Basic	₹96,000
Flexible Expense Plan	As per FEP Guidelines	₹175,000
Special Allowance	Balancing Component	₹80,200
Gross Fixed Pay		₹571,200
PF Employer Contribution	12% of Basic	₹28,800
Annual Fixed Salary		₹600,000
Total CTC		₹600,000

- Gratuity and Insurance (Group Medical, Group Term Life, Group Personal Accident) is over and above the total CTC. For detailed information, please refer to Firm policies upon joining. Please also note that policies are subject to change from time to time.
- Your monthly Net Pay will be a Gross Monthly Fixed Pay less applicable deductions (PF, Professional Tax & Income Tax).



Back/Print/Sign Out



February 3, 2023

Moss Adams India LLP  
T +91 80-88495400

Registered office  
2nd Floor, Sobari Complex 24  
Field Marshal Cariappa Road  
Ashok Nagar, Bengaluru 560102  
INDIA LLPIN: AA18871

Dear Saniya Shalikh,

Congratulations! We're pleased to present you with an offer to join Moss Adams India LLP ("Firm" or "Moss Adams") as a Junior Associate in our Bengaluru, India office. You're an outstanding candidate and we are excited for you to join our team.

Your work location will be Moss Adams India LLP, 04-133, Block L, Embassy Tech Village, Devarabisanahalli, Outer Ring Road, Bellandur, Bengaluru Karnataka - 560103. Please report for work at this location.

This offer is contingent upon successful completion of a background check prior to your joining us. We will send you an email with instructions for completing the background check. Also, this offer does not constitute a contract for employment. Our employment offer will expire on February 9, 2023 unless accepted in writing.

**Start Date**

Your first day of employment will be on June 27, 2023, or another mutually agreed upon date, pending the results of your background check.

**Compensation**

Your annual fixed salary will be ₹600,000. Please refer to Appendix A for a detailed breakout of your salary structure.

**Benefits**

You will be covered by the benefit programs provided to full-time employees, as applicable to your position. Please refer to Appendix B for a summary of our benefits.

At the time of joining Moss Adams, you will be required to sign our employment agreement. We will provide you with a copy of the agreement once your background check is successfully completed. On your first day of employment, we will provide you with another copy for your signature.

Saniya, we believe we can offer you a unique and exciting opportunity, and that you're well suited to the challenges and rewards of our profession. If you have any questions about this offer, please do not hesitate to contact Bhuvana V S at 9005041212 or bhuvaneshwarivs@wmygrp.com.

We look forward to hearing from you soon.

Sincerely,

Dave Follett - Designated Partner, Moss Adams India LLP  
February 3, 2023

(All amounts are in INR)  
Salary Appendix

Salary Breakdown		
Name	Saniya Sheth	
Annual CTC	1800,000	
Components	Breakdown	Amount
Basic	80% of Basic	1,440,000
HRA	40% of Basic	720,000
Medical Expense Plan	As per EOP Guidelines	1,175,000
Special Allowance	Outstanding Component	600,000
Gross Fixed Pay		2,835,000
PF Employer Contribution	12% of Basic	1,008,000
Annual Fixed Salary		3,843,000
Total CTC		3,843,000

- Gratuity and Insurance (Group Mediclaim, Group Term Life, Group Personal Accident) is over and above the total CTC. For detailed information, please refer to Firm policies upon joining. Please also note that policies are subject to change from time to time.
- Your monthly Net Pay will be a Gross Monthly Fixed Pay less applicable deduction (PF, Professional Tax & Income Tax).

#### Attachments

\* Appendix B (2).doc

Offer electronically accepted by: Sheth, Saniya  
 Offer electronically accepted on: Feb 2, 2023 12:31 PM  
 Offer electronically accepted from: 108.197.100.46

Saniya Shaikh, you are signed in. | [My Account Options](#)

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## Offer has been accepted

[Printable Format](#)



May 29, 2023

Moss Adams India LLP  
T +91 80 64295420

Registered office  
2nd Floor, Seba's Corp Bldg  
Paldi Market, Chokkappa Road  
Anand Nagar, Bengaluru 560182  
INDIA | UIN: AAT 6871

Dear Saniya,

Congratulations! We're pleased to present you with an offer to join Moss Adams India LLP ("firm" or "Moss Adams") as a **Senior Associate** in our Bengaluru India office. You're an outstanding candidate, and we are excited for you to join our team.

Your initial work location will be Moss Adams India LLP, 04-133, Block L, Embassy Tech Village, Outer Ring Road, Bengaluru, Bengaluru Karnataka - 560182. Please report for work at this location as made clear in our Moss Adams India communications at the time of your joining.

This offer is contingent upon successful completion of a background check, prior to your joining us. We will send you an email with instructions for completing the background check. Also, this offer does not constitute a contract for employment. Our employment offer will expire on June 5, 2023 unless accepted in writing.

### Start Date

Your first day of employment will be on June 24, 2023, or another mutually agreed-upon date ("offering Date"), pending the results of your background check. If you fail to join us by your joining Date, this offer of employment will be automatically revoked, regardless of your acceptance of this offer.

### Compensation

Your annual fixed salary will be ₹50,00,000. Please refer to Appendix A for a detailed breakdown of your salary structure.

### Benefits

You will be covered by the benefit programs provided to full-time employees, as applicable to your position. Please refer to Appendix B for a summary of our benefits.

As the case of joining Moss Adams, you will be required to sign our employment agreement. We will provide you with a copy of the agreement once your background check is successfully completed. On your first day of employment, we will provide you with another copy for your signature.

Saniya, we believe we can offer you a unique and exciting opportunity, and that you've well suited to the challenges and rewards of our profession. If you have any questions about this offer, please do not hesitate to contact Priyanka Rodrigues at priyanka.rodrigues@mossadams.com.

We look forward to having you on board.

Sincerely,

Devi Kollat - Designated Partner, Moss Adams India LLP  
May 29, 2023



(All amounts are in INR)

Salary Appendix

Salary Appendix		
Item	Salary Detail	
Annual CTC	₹830,000	
Components	Breakdown	Annual
Basic	80% of Fixed	₹664,000
HRA	40% of Basic	₹265,600
Flexible Expense Plan	As per FEP Guidelines	₹14,000
Gross Fixed Pay		₹664,000
PF Employee Contribution	12% of Basic	₹79,680
Annual Fixed Salary		₹743,680
Variable Pay	15% of Fixed	₹110,320
Total CTC		₹854,000

In addition to your guaranteed salary, you will be eligible for an annual performance-linked discretionary bonus subject to satisfaction of the different parameters set out in the Mosaic Adams Incentive program. This bonus opportunity is a percentage of Total Fixed Salary dependent on your team. The actual paid amount could vary depending upon the organizational, business, team and individual performance each fiscal year and in some cases, exceed the payout range indicated. Any amount paid will be subject to statutory and other deductions as per applicable policies and practices.

- Gratuity and Insurance (Group Medical, Group Term Life, Group Personal Accident) is over and above the total CTC and will be provided as per applicable law and Mosaic Adams policy. For detailed information, please refer to term policies upon joining. Please note that policies are subject to change from time to time.
- Your monthly Net Pay will be a Gross Monthly Fixed Pay less applicable deductions (PF, Professional Tax & Income Tax).

Attachments

- [Appendix B \(1\).pdf](#)

Offer electronically accepted by: Shaikh, Saniya  
Offer electronically accepted on: Jun 1, 2023 10:05 PM  
Offer electronically accepted from: 223.231.153.121







May 29, 2023

Moss Adams India LLP  
T +91 80 66496400

Registered office  
2nd Floor, Sakral Complex 2A  
Field Marshal Cannaappa Road  
Ashok Nagar, Bangalore 560102  
INDIA. LEPHK AAT 8871

Dear Mayana,

Congratulations! We're pleased to present you with an offer to join Moss Adams (India) LLP ("Firm" or "Moss Adams") as a Junior Associate in our Bangalore, India office. You're an outstanding candidate, and we are excited for you to join our team.

Your initial work location will be Moss Adams India LLP, 04-133, Block L, Embassy Tech Village, Devarabysanahalli, Outer Ring Road, Bellandur, Bengaluru, Karnataka - 560100. Please report for work at this location or such other location as Moss Adams may communicate at the time of your joining.

This offer is contingent upon successful completion of a background check, prior to your joining us. We will send you an email with instructions for completing the background check. Also, this offer does not constitute a contract for employment. Our employment offer will expire on June 5, 2023 unless accepted in writing.

#### **Start Date**

Your first day of employment will be on June 28, 2023, or another mutually agreed upon date ("Joining Date"), pending the results of your background check. If you fail to join us by your Joining Date, this offer of employment will be automatically revoked, regardless of your acceptance of this offer.

#### **Compensation**

Your annual fixed salary will be ₹600,000. Please refer to Appendix A for a detailed breakdown of your salary structure.

#### **Benefits**

You will be covered by the benefit programs provided to full-time employees, as applicable to your position. Please refer to Appendix B for a summary of our benefits.

At the time of joining Moss Adams, you will be required to sign our employment agreement. We will provide you with a copy of the agreement once your background check is successfully completed. On your first day of employment, we will provide you with another copy for your signature.

Mayana, we believe we can offer you a unique and exciting opportunity, and that you're well suited to the challenges and rewards of our profession. If you have any questions about this offer, please do not hesitate to contact Priyanka Rodrigues at priyanka.rodrigues@mossadams.com

We look forward to hearing from you soon.

Sincerely,

Dave Foster – Designated Partner, Moss Adams India LLP  
May 29, 2023

(All amounts are in INR)  
Salary Appendix

Salary Appendix		
Name	Mayana K	
Annual CTC	₹690,000	
Components	Guidelines	Amount
Basic	50% of Fixed	₹300,000
HRA	40% of Basic	₹120,000
Flexible Expense Plan	As per FEP Guidelines	₹144,000
Gross Fixed Pay		₹564,000
PF Employer Contribution	12% of Basic	₹36,000
Annual Fixed Salary		₹600,000
Variable Pay	5% of Fixed	₹30,000
Total CTC		₹630,000

In addition to your annual fixed salary, you will be eligible for an annual performance linked discretionary bonus subject to satisfaction of the different parameters set out in the Moss Adams India bonus program. It is bonus opportunity as a percentage of Total Fixed Salary dependent on your level. The actual paid amount could vary depending upon the organizational business.



team and individual performance each fiscal year, and in some cases, exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer practices and policies.

- **Generosity and Insurance** (Group Medical, Group Term Life, Group Personal Accident) cover and above the total CTC and will be provided as per applicable law and Moss Adams policy. For detailed information, please refer to Firm policies upon joining. Please also note that policies are subject to change from time to time.
- **Your monthly fixed Pay will be a Gross Monthly Fixed Pay less applicable deductions (PF, Professional Tax & Income Tax).**

#### Attachments

- [Appendix B \(1\).pdf](#)

Offer electronically accepted by: K. Nayana

Offer electronically accepted on: Jun 1, 2023 8:17 PM

Offer electronically accepted from: 122.50.208.1





May 28, 2023

Moss Adams India LLP  
T +91 80 68495400

Registered office  
2nd Floor, Sabari Complex 24  
Field Marshal Cawappa Road  
Ashok Nagar, Bengaluru 560102  
INDIA, LLPIN: AAT8871

Dear Prakruthi,

Congratulations! We're pleased to present you with an offer to join Moss Adams (India) LLP ("Firm" or "Moss Adams") as a Junior Associate in our Bengaluru, India office. You're an outstanding candidate, and we are excited for you to join our team.

Your initial work location will be Moss Adams India LLP, 04-133, Block L, Embassy Tech Village, Devanahalli, Outer Ring Road, Bellandur, Bengaluru Karnataka - 560103. Please report for work at this location or such other location as Moss Adams may communicate at the time of your joining.

This offer is contingent upon successful completion of a background check, prior to your joining us. We will send you an email with instructions for completing the background check. Also, this offer does not constitute a contract for employment. Our employment offer will expire on June 5, 2023 unless accepted in writing.

#### Start Date

Your first day of employment will be on June 28, 2023, or another mutually agreed upon date ("Joining Date"), pending the results of your background check. If you fail to join us by your Joining Date, this offer of employment will be automatically revoked, regardless of your acceptance of this offer.

#### Compensation

Your annual fixed salary will be ₹500,000. Please refer to Appendix A for a detailed breakout of your salary structure.

#### Benefits

You will be covered by the benefit programs provided to full-time employees, as applicable to your position. Please refer to Appendix B for a summary of our benefits.

At the time of joining Moss Adams, you will be required to sign our employment agreement. We will provide you with a copy of the agreement once your background check is successfully completed. On your first day of employment, we will provide you with another copy for your signature.

Prakruthi, we believe we can offer you a unique and exciting opportunity and that you're well suited to the challenges and rewards of our profession. If you have any questions about this offer, please do not hesitate to contact Priyanka Rodrigues at priyanka.rodrigues@mossadams.com.

We look forward to hearing from you soon.

Sincerely,

Devi Hallett - Designated Partner, Moss Adams (India) LLP  
May 28, 2023

(All amounts are in INR)  
Salary Appendix

Salary Appendix		
Name	Prakruthi	
Annual CTC	₹630,000	
Components	Guidelines	Annual
Basic	60% of Fixed	₹300,000
HRA	40% of Basic	₹120,000
Flexible Expense Plan	As per FEP Guidelines	₹148,000
Gross Fixed Pay		₹568,000
PF Employer Contribution	12% of Basic	₹36,000
Annual Fixed Salary		₹600,000
Variable Pay	5% of Fixed	₹30,000
Total CTC		₹630,000

\*In addition to your annual fixed salary, you will be eligible for an annual performance linked discretionary bonus subject to satisfaction of the different parameters set out in the Moss Adams India bonus program. This bonus opportunity is a percentage of Total Fixed Salary dependent on your level. The actual paid amount could vary depending upon the organizational business.



learn and individual performance each fiscal year and in some cases, exceed the payout range indicated. Any amounts paid will be subject to statutory withholding deductions as per Employer procedure and policies.

- Gratuity and Insurance (Group Medical, Group Term Life, Group Personal Accident) is over and above the total CTC and will be provided as per applicable law and Mosti Adhuna policy. For detailed information, please refer to Firm policies upon joining. Please also note that policies are subject to change from time to time.
- Your monthly Net Pay will be a Gross Monthly Fixed Pay less applicable deductions (PF, Professional Tax & Income Tax).

#### Attachments

- [Appendix B \(1\).pdf](#)

Offer electronically accepted by: K A, Prakruthi

Offer electronically accepted on: May 29, 2023 7:02 PM

Offer electronically accepted from: 157.50.34.98





June 5, 2023

Moss Adams India LLP  
T +91 80 85425400

Registered office  
2nd Floor, Sabari Complex 24  
Field Marshal Canteppa Road  
Ashok Nagar, Bengaluru 560102  
INDIA. LUPIN: AAT 6571

Dear Anushi,

Congratulations! We're pleased to present you with an offer to join Moss Adams (India) LLP ("Firm" or "Moss Adams") as a Junior Associate in our Bengaluru, India office. You're an outstanding candidate, and we are excited for you to join our team.

Your initial work location will be Moss Adams India LLP, 04-453, Block L, Embassy Tech Village, Deverablisarahalli, Outer Ring Road, Bellandur, Bengaluru Karnataka - 560102. Please report for work at this location or such other location as Moss Adams may communicate at the time of your joining.

This offer is contingent upon successful completion of a background check, prior to your joining us. We will send you an email with instructions for completing the background check. Also, this offer does not constitute a contract for employment. Our employment offer will expire on June 12, 2023 unless accepted in writing.

#### **Start Date**

Your first day of employment will be on June 25, 2023, or another mutually agreed upon date ("Joining Date"), pending the results of your background check. If you fail to join us by your Joining Date, this offer of employment will be automatically revoked, regardless of your acceptance of this offer.

#### **Compensation**

Your annual fixed salary will be ₹500,000. Please refer to Appendix A for a detailed breakdown of your salary structure.

#### **Benefits**

You will be covered by the benefit programs provided to full-time employees, as applicable to your position. Please refer to Appendix B for a summary of our benefits.

At the time of joining Moss Adams, you will be required to sign our employment agreement. We will provide you with a copy of the agreement once your background check is successfully completed. On your first day of employment, we will provide you with another copy for your signature.

Anushi, we believe we can offer you a unique and exciting opportunity, and that you're well suited to the challenges and rewards of our profession. If you have any questions about this offer, please do not hesitate to contact Priyanka Rodriques at [priyanka.rodriques@mossadams.com](mailto:priyanka.rodriques@mossadams.com).

We look forward to hearing from you soon.

Sincerely,

Dave Follett - Designated Partner, Moss Adams India LLP  
June 5, 2023

(All amounts are in INR)  
Salary Appendix

Salary Appendix		
Name	Anushi A Singh	
Annual CTC	₹630,000	
Components	Guidelines	Annual
Basic	50% of Fixed	₹300,000
HRA	40% of Basic	₹120,000
Flexible Expense Plan	As per FEP Guidelines	₹144,000
Gross Fixed Pay		₹564,000
PF Employer Contribution	12% of Basic	₹36,000
Annual Fixed Salary		₹600,000
Variable Pay	5% of Fixed	₹30,000
Total CTC		₹630,000

\*In addition to your annual fixed salary, you will be eligible for an annual performance linked discretionary bonus subject to satisfaction of the different parameters set out in the Moss Adams India bonus program. This bonus opportunity is a percentage of Total Fixed Salary dependent on your level. The actual paid amount could vary depending upon the organizational, business, team and individual performance each fiscal year, and in some cases, exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer practices and policies.

- Gratuity and Insurance (Group Mediclaim, Group Term Life, Group Personal Accident) is over and above the total CTC and will be provided as per applicable law and Moss Adams policy. For detailed information, please refer to Firm policies upon joining. Please also note that policies are subject to change from time to time.
- Your monthly net pay will be a Gross Monthly Fixed Pay less applicable deductions (PF, Professional Tax & Income Tax).

#### Attachments

- [Appendix B \(1\).pdf](#)

Offer electronically accepted by: Singh, Anushi  
 Offer electronically accepted on: Jun 6, 2023 8:04 AM  
 Offer electronically accepted from: 106.81.170.71



February 3, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme  
Wipro Limited, Doddla Kennel  
Sanjapur Road, Bengaluru - 560 035.  
Phone: (080) 2844011/12, Fax: (080) 28440258

Dear Keerthana K R,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILPI

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro" or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For Wipro Limited,

A handwritten signature in black ink, appearing to read "Aparna Shallen", is written over a horizontal line.

Aparna Shallen  
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**Terms & Conditions of Scholarship**

**1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain M-Tech degree from one of the premier engineering institution / University upon successful completion of the course.

**2. DURATION:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- I. A Group Personal Accident Insurance (GPAI) coverage of Rs.12,00,000/-. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- II. Group Life Insurance coverage of Rs.14, 00,000/-. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium, 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	563	17,563/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your VI-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a one-time "joining bonus" of Rs.75,000 after you join Wipro along with your first month



August 2, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme

Wipro Limited, Dodda Kannelli

Sanjapur Road, Bengaluru - 560 035.

Phone: (080) 2844001/1/12, Fax: (080) 28440258

Dear Marya S ,

Sub: Enrollment Letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the date of enrollment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro" or "Company")

Please read through the terms and conditions of your enrollment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, which you all the best!

Yours sincerely,  
For Wipro Limited,

2

3







In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/pend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical Insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	18000	468	15,480/- (*)
Second year	17000	553	17,550/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	22000	0	22,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the M-Tech academic program within 12 months from date of joining.

You shall be eligible to receive a one-time "Joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrollment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILLP portal.

In case your projected performance at any stage is not found to be at par with the requirement of WILLP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILLP program.

#### Book Allowance:

3

4



February 3, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440258

Dear Keerthana K.R,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee - Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee - Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or 'Company'").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For Wipro Limited,

A handwritten signature in black ink, appearing to read "Aparna Shailen", is written over a horizontal line.

Aparna Shailen  
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**Terms & Conditions of Scholarship**

**1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain M-Tech degree from one of the premier engineering institution / University upon successful completion of the course.

**2. DURATION:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are stated below.

- I. A Group Personal Accident Insurance (GPAI) coverage of Rs.12,00,000/-. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- II. Group Life Insurance coverage of Rs.14, 00,000/-. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium, 10% of the claim amount would need to be borne by the employee/Scholar Trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	489	15,489/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrollment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrollment in the WILP program.

#### **Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

### **5. Training Agreement:**

- i. This letter of enrollment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrollment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

### **6. PROJECT READINESS PROGRAM (PRP)**

Upon enrollment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

### **7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrollment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrollment.
- v. Overall program duration is 4 years from date of enrollment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- vii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 5:00pm.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure.
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work.
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation.
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

#### 8. Conflict of Interest:

- i. During your enrollment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the

sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### 15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your 'Project work' would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.



- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsource venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (Virtual Instructor Led Training) and Self-Directed / Recorded lecture sessions.

#### 16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

#### 17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

#### 18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

**ANNEXURE I****CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2008)**

I Keerthana KR, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- validating my application form and retaining records on the same for any future reference/verification;
- processing my application form including background verification checks;
- academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

**ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

**ANNEXURE - III****INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

**Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

'EMERGE' a behavioral skills building training program ensures that the fresh Trainees start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

**Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

**ANNEXURE - IV****POST CONVERSION DETAILS**

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

**Note:** The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

#### **ANNEXURE – V**

I have read and understood the terms of my enrollment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrollment.

#### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

##### **Travel**

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### **Accommodation, Food & other Miscellaneous Expenses**

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies-> India->My Travel->Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☒ Accept ☐ Decline

☒ Signature Keerthana K R 3/2/2022 9:45 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office

Wipro  
Limited

T:-+91 (80) 2844 0041

Chaddanahalli

F:-+91 (80) 2044 0054

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560 035

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India

C.L32102KA1B45PLOC020800

23164014



February 1, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear SUPRIYA S.

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro" or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For Wipro Limited,

A handwritten signature in black ink, appearing to read "Aparna Shailen", is written over a horizontal line.

Aparna Shailen  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**Terms & Conditions of Scholarship**

**1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" (PRP) that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain M-Tech degree from one of the premier engineering institution / University upon successful completion of the course.

**2. DURATION:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrollment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrollment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of Rs.12,00,000/-. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of Rs.14, 00,000/-. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 4.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrollment into the M-Tech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs 75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **6. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure.
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work.
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation.
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of Integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

#### 8. Conflict of Interest:



- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy.
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the

sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship stipend in lieu of notice.

#### 15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your 'Project work' would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsources venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (Virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

**18. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shallen**  
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein,

I shall be present for the induction session on

**ANNEXURE I****CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I SUPRITHA S., confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:-

- validating my application form and retaining records on the same for any future reference/verification;
- processing my application form including background verification checks.
- academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any Information, relating to me that is available with Wipro and is capable of identifying me."

**ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

**ANNEXURE – III****INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

**Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainees start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

**Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

**ANNEXURE – IV****POST CONVERSION DETAILS**

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.8,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

**Note:** The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

#### **ANNEXURE – V**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

##### **Travel**

- i. You would be entitled for Re. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### **Accommodation, Food & other Miscellaneous Expenses**

- I. You would be entitled for Rs.400 per day for 8 days (total amount of Re.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- II. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:  
  
Settlement and Miscellaneous Expenses: Re.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☒ Accept ☐ Decline

☒ Signature SUPRIYA S 1/2/2022 1:25 PM

(checking the checkbox above is equivalent to a handwritten signature)

**Registered Office:**

Wipro  
Limited T : +91 (80) 2844 0011

Doddakannelli F : +91 (80) 2844 0064

Sanjapur  
Road E : info@wipro.com

Bangalore  
560 035 W : wipro.com

India C : IL32102KA1946PLC020800

23164025



February 2, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Serjapur Road, Bangalur - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28449256

Dear M Anushil,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee - Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee - Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For Wipro Limited,

A handwritten signature in black ink, appearing to read "Aparna Shaheen", is written over a horizontal line.

Aparna Shaheen  
General Manager - Human Resources  
Enforcement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**Terms & Conditions of Scholarship**

**1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain M-Tech degree from one of the premier engineering institution / University upon successful completion of the course.

**2. DURATION:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of Rs.12,00,000/-. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of Rs.14, 00,000/-. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the M-Tech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month



salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **6. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medication the job training late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure.
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work.
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation.
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating Institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

#### 6. Conflict of Interest:

- k. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy.
- l. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the

sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have wilfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### 15. Study Hours:

- i. As a Scholar Trainee - Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (Virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

**18. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

**ANNEXURE I****CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2008)**

I, M Anushri, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- validating my application form and retaining records on the same for any future reference/verification;
- processing my application form including background verification checks;
- academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

**ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

**ANNEXURE - III****INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

**Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

**Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

**ANNEXURE - IV****POST CONVERSION DETAILS**

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

- Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.8,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,00,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. This same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

**Note:** The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

#### **ANNEXURE – V**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

##### **Travel**

- You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### **Accommodation, Food & other Miscellaneous Expenses**

- You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- ii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel->Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☒ Accept ☐ Decline

☒ Signature M Anushk 2/2/2022 10:01 PM

(checking the checkbox above is equivalent to a handwritten signature)

**Registered Office:**

Wipro  
Limited T : +91 (80) 2844 0011  
Coddakennel F : +91 (80) 2844 0064  
Sarjapur  
Road E : [info@wipro.com](mailto:info@wipro.com)  
Bangalore  
560 035 W : [wipro.com](http://wipro.com)  
India C : 432102KA1945PL0000000

23164023





## Wipro Campus Update\_LOI

1 Attachment

Campus HR Team <wipro+email+2000u-cha5954234@talent.wipro.com>

Mon, Nov 22, 2021 at 12:17 PM

Reply-to: Campus HR Team <wipro+email+2000u-cha5954234@talent.wipro.com>

To: keertanika0512@gmail.com

November 22, 2021

Dear Keertana K R ,  
Resume Number - 23164014

Based on our discussion with you, we would like to inform you of our intent to offer you the role of Scholar Trainee- Work Integrated Learning Program which will be in Career Band WASE/WIMS of the organization.

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

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

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

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

Yours sincerely,  
For Wipro Limited,

Aparna Shetty  
General Manager - Human Resources

This message was sent to keertanika0512@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<http://wipro.talents.com/emails/?p=586F23164014&contactid=14754659>

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





February 1, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28446256

Dear SUPRITHA S,

Sub: Enrollment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro" or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For Wipro Limited,

A handwritten signature in black ink, appearing to read "Aparna Shallen", is written over a horizontal line.

Aparna Shallen  
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**Terms & Conditions of Scholarship**

**1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain M-Tech degree from one of the premier engineering institution / University upon successful completion of the course.

**2. DURATION:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- A Group Personal Accident Insurance (GPAI) coverage of Rs.12,00,000/-. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- Group Life Insurance coverage of Rs.14, 00,000/-. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top-up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **6. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar (trainee) will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- vi. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medication the job training / late coming / personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure.
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work.
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation.
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- III. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **5. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP
- iv. During the study period and thereafter, you would not be allowed to give out, to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the

sole Intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of, such intellectual property when required.

#### 10. Confidentiality:

- I. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- II. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### 15. Study Hours:

- i. As a Scholar Trainee - Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.



Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after ~2 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

**Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.**

#### **ANNEXURE – V**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

##### **Travel**

- You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### **Accommodation, Food & other Miscellaneous Expenses**

- You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

- If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

**ANNEXURE I****CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2008)**

I SUPRITHA S, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- validating my application form and retaining records on the same for any future reference/verification;
- processing my application form including background verification checks;
- academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

**ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

**ANNEXURE - III****INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

**Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

**Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

**ANNEXURE - IV****POST CONVERSION DETAILS**

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsource venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (Virtual Instructor Led Training) and Self-Directed / Recorded lecture sessions

#### 16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

#### 17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

#### 18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein

I shall be present for the induction session on

li. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel->Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☒ Accept ☐ Decline

☒ Signature SUPRITHA S 1/2/2022 1:25 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro  
Limited T : +91 (83) 2844 0011

Doddaballapur F : +91 (83) 2844 0054

Sangli  
Road E : info@wipro.com

Bengaluru  
560 035 W : wipro.com

India C : L22102KA1845PLC020800

23164025



February 2, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear M Anushri,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For Wipro Limited,

A handwritten signature in black ink, appearing to read "Aparna Shallen", is written over a horizontal line.

Aparna Shallen  
General Manager - Human Resources

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**Terms & Conditions of Scholarship**

**1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" (PRP) that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain M-Tech degree from one of the premier engineering Institution / University upon successful completion of the course.

**2. DURATION:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrollment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrollment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of Rs.12,00,000/-. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of Rs.14, 00,000/-. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium, 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrollment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months, where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **6. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- vii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

#### 8. Conflict of Interest:



- I. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy.
- II. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- III. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the

sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### 15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your 'Project work' would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (virtual Instructor Led Training) and Self-Directed / Recorded lecture sessions.

#### 16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

#### 17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

#### 18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining

Yours sincerely,

For Wipro Limited,



**Aparna Shallen**  
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

**ANNEXURE I****CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2008)**

I, M Anushri, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- validating my application form and retaining records on the same for any future reference/verification;
- processing my application form including background verification checks;
- academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that "Personal Information" means any information, relating to me that is available with Wipro and is capable of identifying me."

**ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

**ANNEXURE - III****INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

**Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainees start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette

**Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

**ANNEXURE - IV****POST CONVERSION DETAILS**

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts.

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential.

**Note:** The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

#### **ANNEXURE – V**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

##### **Travel**

- You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### **Accommodation, Food & other Miscellaneous Expenses**

- You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:  
  
Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☒ Accept ☐ Decline

☒ Signature M Anushri 2/2/2022 10:01 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (8C) 2344 0011

Doddakannelli F :+91 (8Z) 2344 0054

Sekigahara E :[info@wipro.com](mailto:info@wipro.com)

Bengaluru 560 036 W :[wipro.com](http://wipro.com)

India C :32102KA1945PUC020800

23154023

## EMPLOYMENT AGREEMENT

Date: 30-08-2022

To: Soumya Mahadas

**Appointment: Business Development Associate**

Dear Soumya Mahadas,

At the outset, we welcome you to Skillvertex (Upskilling Edutech Private Limited) and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as Business Development Associate in our Company with effect from 31-October-2022, subject to the following terms and conditions. This offer of appointment is valid until 05-September-2022 for acceptance. If we do not hear from you by 05-September-2022 i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

### **1. Title and duties- Business Development Associate**

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statutes and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.





## 2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

## 3. Probation

You will be placed on probation for a period of 2-3 months i.e., once the OJT has been completed from your date of joining and OJT for 10 days will be unpaid. During the probation period you are eligible for a remuneration of **INR 25,000 thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES)**. Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

## 4. Hours of work

We estimate that under your contract you will be required to work Six (6) days, fifty-four(54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

## 5. Emoluments and taxes

- i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs Forty Thousand only)** subject



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to achievement of input and output parameters in accordance with the Company's customary payroll practices.

ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills- specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

iii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation, in total. The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable.

## **6. Notice Periods**

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

## **7. Termination and suspension**

7.1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

- i. i. commit any serious or repeated breach of any of your obligations under this Employment Agreement;



- ii. are responsible for any gross negligence in the performance of your duties, intentional nonperformance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the company;
- iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
- iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to
- v. bring you or the Company into disrepute;
- vi. are convicted of any crime involving moral turpitude;
- vii. are in breach any of the Company's policies and procedures; or
- viii. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

7.2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

- i. not to enter any premises of the Company; and/or
- ii to refrain from business contact with any customers, clients or other employees of the Company.

7.3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

7.4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers,





materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

#### **8. Restraint on activities**

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

#### **9. Post Termination**

##### **9.1 NON-SOLICITATION**

- I. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
- II. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, shareholder or consultant of the Company, to terminate their employment relationship with the Company.

##### **9.2 NON-COMPETE**

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

#### **10. Publication**

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment





Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

### **11. Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

### **12. Intellectual property**

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

### **13. Notices**

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

### **14. Retirement**

You will retire from the services of the Company on attaining the age of superannuation [58 years].



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materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

#### **8. Restraint on activities**

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

#### **9. Post Termination**

##### **9.1 NON-SOLICITATION**

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- II. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, shareholder or consultant of the Company, to terminate their employment relationship with the Company.

##### **9.2 NON-COMPETE**

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

#### **10. Publication**

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish any information about, or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment



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- ii. are responsible for any gross negligence in the performance of your duties, intentional nonperformance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the company;
- iii. are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company;
- iv. are guilty of conduct which, in the Company's reasonable opinion, brings or is likely to
- v. bring you or the Company into disrepute;
- vi. are convicted of any crime involving moral turpitude;
- vii. are in breach any of the Company's policies and procedures; or
- viii. Willfully cause damage to Company property.

This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

7.2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

- i. not to enter any premises of the Company; and/or
- ii. to refrain from business contact with any customers, clients or other employees of the Company.

7.3. The Company may in its absolute discretion suspend you from your contract, on full salary, at any time during this Employment Agreement including during any period in which the Company is carrying out an investigation into any of your acts or defaults (or alleged or suspected acts or defaults) or where it does not require you to enter its premises and continue working on assignments under Clause 7.2 above. All applicable Clauses within this Employment Agreement shall remain in full force and effect during any period of suspension under this Clause. You will also continue to be bound by duties of good faith and fidelity to the Company during any such period of suspension.

7.4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers,



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to achievement of input and output parameters in accordance with the Company's customary payroll practices.

ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills- specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

iii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. In total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable.

## **6. Notice Periods**

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

## **7. Termination and suspension**

7.1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

- i. Commit any serious or repeated breach of any of your obligations under this Employment Agreement;



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## 2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

## 3. Probation

You will be placed on probation for a period of 2-3 months i.e., once the OJT has been completed from your date of joining and OJT for 10 days will be unpaid. During the probation period you are eligible for a remuneration of **INR 25,000 thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES)**. Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

## 4. Hours of work

We estimate that under your contract you will be required to work Six (6) days, fifty-four(54) hours out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

## 5. Emoluments and taxes

1. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs Forty Thousand only)** subject



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## EMPLOYMENT AGREEMENT

Date: 30-08-2022

To: Suraksha T

Appointment: Business Development Associate

Dear Suraksha T,

At the outset, we welcome you to Skillvertex (Upskilling Edutech Private Limited) and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **31-October-2022**, subject to the following terms and conditions. This offer of appointment is valid until **05-September-2022** for acceptance. If we do not hear from you by **05-September-2022** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

### 1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statutes and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.



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## EMPLOYMENT AGREEMENT

Date: 30-08-2022

To: Sangeetha S

**Appointment: Business Development Associate**

Dear Sangeetha S,

At the outset, we welcome you to Skillvertex (Upskilling Edutech Private Limited) and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **31-October-2022**, subject to the following terms and conditions. This offer of appointment is valid until **05-September-2022** for acceptance. If we do not hear from you by **05-September-2022** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

### **1. Title and duties- Business Development Associate**

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## 2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

## 3. Probation

You will be placed on probation for a period of 2-3 months i.e., once the OJT has been completed from your date of joining and OJT for 10 days will be unpaid. During the probation period you are eligible for a remuneration of **INR 25,000 thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES)**. Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance.

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## 5. Emoluments and taxes

- i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in accordance with the Company's customary payroll practices and an annual performance bonus of **INR 2,40,000 (Two Lakhs Forty Thousand only)** subject



to achievement of input and output parameters in accordance with the Company's customary payroll practices.

ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills- specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

iii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. In total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable.

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- ii. are responsible for any gross negligence in the performance of your duties, intentional nonperformance or mis-performance of such duties, or refuse to abide by the orders of reporting managers, supervisors or refuse to comply with lawful directives of the company;
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- v. bring you or the Company into disrepute;
- vi. are convicted of any crime involving moral turpitude;
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This Clause shall not restrict any other right the Company may have (whether at common law or otherwise) to terminate this Employment Agreement summarily. Any delay by the Company in exercising its rights under this Clause shall not constitute a waiver of those rights.

7.2. Where notice of termination has been served by either party whether in accordance with Clause 6, this Clause 7 or otherwise, the Company shall be under no obligation to provide work for or assign any duties to you for the whole or any part of the relevant notice period and may require you:

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### **9.2 NON-COMPETE**

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The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

## **12. Intellectual property**

You agree to execute an Intellectual Property Assignment and Transfer Agreement ("IP Assignment Agreement") in favour of the Company. The said IP Assignment Agreement forms part of this Employment Agreement. You are required to read, understand and sign the enclosed IP Assignment Agreement in acknowledgement of your acceptance of the conditions therein.

## **13. Notices**

Notice under these terms and conditions will be treated as having been given if sent by ordinary registered post, by you to the Company's registered office or by the Company to you at your last known address on file with the Company, and will be deemed to be given on the day when it would ordinarily be delivered after such posting. It is your responsibility to notify the Company of any changes in your personal information within three (3) working days of such change being effective.

## **14. Retirement**

You will retire from the services of the Company on attaining the age of superannuation (58 years).



#### **15. Conditions**

The offer under this Employment Agreement is conditional upon satisfactory completion of our pre-employment screening process, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to us from your previous employer(s) etc. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any noncompete obligations or other restrictive clauses with any previous employer). If, after you have started work, we are informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you. During your employment with the Company, you explicitly agree to adhere to and be governed by all the current policies and procedures of the Company, as may be applicable to you.

#### **16. Rules of the company in force and governing law**

i. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you. ii. This Employment Agreement shall be governed by the laws of India, with the courts in Bangalore assuming exclusive jurisdiction on all matters hereunder.

#### **17. Leave Entitlement**

Employees are eligible for 24 days leave per year. Additional leave entitlements include Maternity, Paternity and Bereavement leave.

#### **18. BYOD Framework**

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.



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We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.



Dinesh Singh  
Head of Human Resource  
SkillVertex-Upskilling Edutech Pvt. Ltd.

I accept the above-mentioned terms and conditions.

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

Name (in Capitals): \_\_\_\_\_

Place & Date: \_\_\_\_\_





## ANNEXURE

S.No	PARTICULARS
1.	Professional / Educational Certificates. Payslip of Last 3 Months of previous employment (if applicable). Relieving Letter from Previous Served Company (if applicable). Graduation Certificate. Other relevant educational certifications.
2.	Coloured Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



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+91 9663854400



support@skillvertex.in  
www.skillvertex.in



UJ76/A, 5th North Road, 1st Floor, Sector 6,  
HSR Layout, Bengaluru, Karnataka, 560 021 IN

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## EMPLOYMENT AGREEMENT

Date: 30-08-2022

To: Sneha S

**Appointment: Business Development Associate**

Dear Sneha S,

At the outset, we welcome you to Skillvertex (Upskilling Edutech Private Limited) and wish you an enriching tenure with us. With reference to your application and subsequent Offer Letter, we are pleased to appoint you as **Business Development Associate** in our Company with effect from **31-October-2022**, subject to the following terms and conditions. This offer of appointment is valid until **05-September-2022** for acceptance. If we do not hear from you by **05-September-2022** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn. This Employment Agreement supersedes and replaces all other communications made to you prior to the date of issue of this contract.

### 1. Title and duties- Business Development Associate

You will perform such duties and exercise such powers as the Company may from time to time require of you and your role will primarily entail curating & managing educational content for the Company that includes but is not limited to verifying the accuracy of content, proofreading for errors, appropriately fixing any errors in educational content, creating & developing questions & assessment papers when necessary, categorization of questions along with any other content processing activities. You acknowledge that your designation, as stated above, may be changed at the discretion of the Company depending on the work assigned to you, including at the time of promotion and progression within the Company. Your appointment shall also be subject to such statutes and legal regulations as are applicable and are in force now and/or any such modifications or enactments that may come into force from time to time.



+91 9606072406  
+91 9886380400



info@skillvertex.in  
www.skillvertex.in



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HSR Layout, Bengaluru, Karnataka, 560102, IN

## 2. Place of work

You will be based in Bangalore, India. However, the Company reserves the right at any time to require you to work at any other division or location of the Company or its clients, or be transferred to any branch office, subsidiaries and associate companies, situated anywhere in India or abroad, whether existing or, which may be set up in future without notice. These assignments will be agreed with you in advance and will fall within the scope of work set out in this contract. In such case, all transfer facilities applicable per the Company's then existing policies will be made available to you.

## 3. Probation

You will be placed on probation for a period of 2-3 months i.e., once the OJT has been completed from your date of joining and OJT for 10 days will be unpaid. During the probation period you are eligible for a remuneration of **INR 25,000 thousand (INR 15,000 FIXED + INR 10,000 INCENTIVES)**. Your Probation Period can be extended, through a written letter provided from the Company, in case the Company is not satisfied with your performance

## 4. Hours of work

We estimate that under your contract you will be required to work **Six (6) days, fifty-four(54) hours** out of the normal working week. However, you will, in addition, work such hours and days as may be necessary or appropriate from time to time to carry out your duties properly and effectively. Further, during your employment with the Company, you are expected to devote your entire time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business that will potentially conflict with the business of the Company and Your role.

## 5. Emoluments and taxes

- i. Your gross annual Cost to Company (CTC) will be **INR 6,00,000 (Six lakhs only)**, with a fixed compensation of **INR 3,60,000 (Three Lakhs Sixty Thousand only)** per annum (before all customary payroll deductions), payable monthly in



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+91 9896880400



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info@skillvertex.in



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HSR Layout, Bengaluru, Karnataka, 560102, IN

## Skill

VERTEX  
Performance

accordance with the Company's customary payroll practices and an annual performance bonus of INR 2,40,000 (Two Lakhs Forty Thousand only) subject

to achievement of input and output parameters in accordance with the Company's customary payroll practices.

ii. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills- specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

iii. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. You will not be eligible for any paid salary structure if you do not complete 24 days of your working period in the organisation. In total The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable.

## 6. Notice Periods

Subject to Clause 7 below, during the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than forty five (45) days' notice in writing. Thereafter, this Employment Agreement will continue until terminated by either party giving to the other not less than forty-five (45) days' notice in writing. The tenure for the notice period starts from the date of acceptance of the resignation letter by your reporting manager. Company may, in its discretion, terminate the Employment Agreement before the expiry of the notice period, on such terms and conditions as may be decided by the Company, by making a payment of basic salary equivalent to the notice period. If you are absent for a continuous period of ten (10) days without leave or without obtaining your manager's approval, your employment will be immediately terminated by the Company for cause and without notice, in which case, you will be liable to pay to the Company an amount equal to your then current gross salary for a period of forty five (45) days in lieu of the notice required to be provided by you.

## 7. Termination and suspension

7.1. The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

**Skill VERTEX**  
any information about or of the Company, or defame the Company by making any derogatory statements about the Company, in any form of social media or public forums or otherwise. Breach of this Clause will entitle the Company to terminate this Employment

Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

#### **11. Confidentiality**

The Company requires all employees to execute a Non-Disclosure Agreement ("NDA") to protect the rights of its employees and also that of the Company while dealing with confidential information, documents, etc. The said NDA forms part of this Employment Agreement and is applicable to you. You are required to read, understand and sign the enclosed NDA in acknowledgement of your acceptance of the conditions therein.

#### **12. Intellectual property**

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NRH Layout, Bengaluru, Karnataka, 560102, IN

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Agreement with immediate effect and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you or to pursue any legal action against you, as applicable, in the event of your breach of this Clause post leaving the employment of the Company. Further, notwithstanding the above, you acknowledge that any post, comment, opinion etc. published by you on any matter in any forum, including social media, is your personal view and that the Company shall have no liability or responsibility for the same whatsoever.

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**Skill  
VERTEX**  
7.4. Upon termination of this Employment Agreement for whatever reason, you will deliver to the Company all computer devices, laptops, machines, books, documents, papers,

materials and other property relating to the business of the Company which may then be in your possession or under your power or control.

## **8. Restraint on activities**

You will not, at any time after termination of your contract, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

## **9. Post Termination**

### **9.1 NON-SOLICITATION**

- I. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors.
- II. You shall not and shall not attempt to, either personally, or through an agent or firm, directly or indirectly, during your employment and after the termination of this Employment Agreement for the period of twelve (12) months by whatever means recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee, director, shareholder or consultant of the Company, to terminate their employment relationship with the Company.

### **9.2 NON-COMPETE**

For a period of twelve (12) months after the termination of this Employment Agreement by whatever means, you shall not without the prior written consent of the Company, work for, or consult with, any company, firm or person which is in direct competition with the Company or Company customer, customer prospect, Company partner or a vendor of the Company.

## **10. Publication**

You shall not, during the tenure of your employment with the Company or at any time thereafter, either personally or through a third party, directly or indirectly, refer to or publish



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+91 9886335400



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www.skillvertex.in



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HSR Layout, Bengaluru, Karnataka, 560102, IN





20-May-2022

Dear Anand K,  
BCA, Computer Application  
Maharani Lakshmi Ammal College for Women, Bangalore

**Candidate ID 21327517**

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 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 252,000/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution of INR 18,500/- 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.284,111/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution of INR 18,500/- towards benefits such as Medical, Accident and Life Insurance, as applicable.

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

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

**Please note:**

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

This offer from Cognizant is valid for only 15 days 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 (if offered to you) as detailed below:

A: 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 (If offered to you):

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

### 3.2 Continuous Skill Development (CSD) Program (If offered to you):

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.

### 4. Training - Post Joining Cognizant:

Upon successful completion of Internship program (if offered to you), one of the below options would be followed based on business demands.

- a) You could be onboarded directly to business without any additional training.
- b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
- c) You could be onboarded directly to business and be given on-the-job training, specific to their project or business needs.

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:** Anandi K

**Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
<b>Annual Gross Compensation</b>			<b>220,500</b>
Incentive Indication (per annum)**			12,000
<b>Annual Total Compensation</b>			<b>232,500</b>
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
<b>Annual Total Remuneration</b>			<b>252,000</b>

**Note:** The Insurance amount may vary subject to market conditions from time to time.

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

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

#### Leave & Vacation:

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

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	8

- 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

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**NTT DATA Global Delivery Services Private Limited**

Block 2, 2nd Floor, D7

Plot No. 123, EPIP Phase II, Whitefield Industrial Area

Bangalore 560 066 India

Tel: +91 (0) 8342 6000

**NTT DATA**

Global Delivery Services

**DECLARATION**

I, **DIVYASHREE M** S/o, O/O, W/O HANJUNATHA G, having permanent address at #2109, 5th Cross, Pipeline Road, Santosh Nagar, T.Dasarahalli, Bangalore-560066, do hereby acknowledge, represent and confirm to NTT DATA Global Delivery Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

Digitally signed by  
**DIVYASHREE M**  
DN: cn=DIVYASHREE M

NAME: DIVYASHREE M

DATE: June 24, 2022

PLACE: BANGALORE

**NTT DATA Global Delivery Services Private Limited**

Block 2, 2<sup>nd</sup> Floor, 07

Plot No. 123, EMP Phase II, Whitefield Industrial Area

Bangalore 560 066 India

Tel: +91 80 3347.6000

**NTT DATA**

Company

**Annexure A**

At the time of joining, you are requested to bring the following documents in Original along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
  - a. Xth Certificate and mark sheet
  - b. XIth Certificate and mark sheet
  - c. Degree Certificate/Provisional Certificate and Individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size colour photograph (white background)
3. Copy of NTT DATA Global Delivery Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to [Campus.Connect@nttdata.com](mailto:Campus.Connect@nttdata.com).

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

Yours sincerely,

**FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED**

(Designation):

*Urmimala Sarkar*

**URMIMALA SARKAR**

**DIRECTOR - TALENT ACQUISITION**

We request you to please read and sign the enclosed copy of this letter and return it by **June 27, 2022** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

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

(Designated by)

*DIVYASHREE M*

**DIVYASHREE M**

Date: June 24, 2022

Confidential



**NTT DATA Global Delivery Services Private Limited**

Block 2, 2<sup>nd</sup> Floor, D7  
 Plot No. 123, EPIP Phase II, Whitefield Industrial Area  
 Bangalore 560 066 India  
 Tel: +91 80 3342 6000

**NTT DATA**  
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**June 24, 2022**

**DIVYASHREE M**  
**MAHARANI LAKSHMI AMMANI COLLEGE FOR WOMEN**  
 Dear DIVYASHREE M

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Info Technology Associate** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and conditions. Please note that your continuing employment with the Company is subject to your completing the training as given below. Please note that this intent to offer does not give you employee status with the Company and expresses only our intent to enter into a definitive employment agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Company, and as such does not constitute any contractually binding relationship between you and Company. Your appointment as **Info Technology Associate** in Grade 4 comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This document does not confer you or the Company with any rights or obligations.

Upon joining the Company, you will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

Please note that the continuation of employment thereof is subject to successful completion of your:

- Qualifying exams with maximum of 2 attempts during the entire course, no pending attempts on completion of course and having minimum of 60% aggregate.
- Induction training or joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
- Probation period of six (6) months from the date of joining.

Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 300000 during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's office offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an intent of offer. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.

If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited.

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Confidential





## Congratulations on being offered with SocGen-Avanthika

1 message

Societe Generale Campus Recruitment <IN-HR-Campus@socgen.com>  
To: hgeeta578@gmail.com <hgeeta578@gmail.com>

Fri, Jan 27, 2023 at 10:39



Dear Avanthika,

Thank you for interviewing with us. We are glad to inform you that we have been selected for offer with Societe Generale.

We request you to send us the signed copy of the attached Letter of Intent and other documents within 7 days of receipt of this email to confirm your candidature with us.

To digitally sign the LOI, please follow the steps.

1. On a blank sheet, give your physical signature. Take a photo of it and save it on your desktop.
2. Open the letter in Adobe Acrobat Reader.
3. Use the **Fill and Sign** option on Right side of document.
4. Scroll to the bottom of the page and type your name as per Govt records beside Candidate name.
5. Scroll to the Signature Tab, click, use the "Sign Yourself" option> Add signature > Image > Select image from Desktop> Apply
6. Go to File > Save As > Rename as LOI-Avanthika
7. Without changing the subject line and recipients of this email, please attach the copy and revert to us.

### Mandatory documents:

1. Signed Letter of Intent.
2. Copy of Passport (1st & last page) / SSLC Marksheet
3. Copy of PAN Card
4. Filled Candidate Information Sheet (Attached. Please note all 4 pages are to be filled)
5. Resume

### Kindly read the instructions to share the documents:

1. Please make individual folders renaming each with the full name of the student.
2. Place all the documents for individual candidates in one folder and respectively rename the folder.
3. All documents to be renamed as - Document Type, Full Name eg: PAN Card\_Avanthika
4. Accepted file formats - PDF, JPG and Word document for all government documents.
5. Please DO NOT change the file format of the Candidate Information Sheet (.xlsx)
6. While saving you can place all individual candidate documents in one main folder, zip it (.zip format) and share.
7. Please share the documents in via attachment replying to this email.
8. Please DO NOT share Google Drive link or any cloud platform link to access the documents. As an organization policy, we are not authorized to access any third party links.

9. Please ensure the email attachment size is not more than 10 MB. If more, you can split the documents in multiple emails and send.

Should you have any questions, please respond back to this email and we shall get your queries answered.

Thanks & Regards,

Societe Generale Campus Recruitment Team

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Ce message et toutes les pièces jointes (ci-après le "message") sont confidentiels et susceptibles de contenir des informations couvertes par le secret professionnel. Ce message est établi à l'intention exclusive de ses destinataires. Toute utilisation ou diffusion non autorisée interdite.

Tout message électronique est susceptible d'altération. La SOCIÉTÉ GÉNÉRALE et ses filiales déclinent toute responsabilité au titre de ce message s'il a été altéré, déformé, falsifié.

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This message and any attachments (the "message") are confidential, intended solely for the addressees, and may contain legally privileged information. Any unauthorized use or dissemination is prohibited.

Emails are susceptible to alteration. Neither SOCIÉTÉ GÉNÉRALE nor any of its subsidiaries or affiliates shall be liable for the message if altered, changed or falsified.

=====

Date: 12/1/2012

Name: Pranod G. S.  
Address: 1, National College, Bangalore  
Mobile No: 98451 708411

X

Content of Offer letter for the post of Senior Data Analyst

Dear Pranod,

We are pleased to inform you that you have been selected for the post of Senior Data Analyst in our company for the position of Senior Data Analyst in the Finance Department at National College, Bangalore.

We are pleased to offer you a salary of Rs. 1,20,000/- per annum. You will be required to work for 24 hours a week. The company is located at National College, Bangalore. You will be required to work for 24 hours a week. The company is located at National College, Bangalore.

Acceptance of the offer of appointment is subject to the following conditions: The candidate must be a graduate in Finance and must have completed the degree in Finance in the year 2011.

- You will have to complete the following conditions of the offer:
- Submit your self-statement and self-statement to the company.
  - Educational qualification: B.A. in Finance from National College, Bangalore.
  - Experience: 2 years in Finance from National College, Bangalore.
  - Attendance and leave conditions: As per the company policy.

For the following reasons, the offer is subject to the following conditions:

- The candidate must be a graduate in Finance from National College, Bangalore.
- The candidate must have completed the degree in Finance in the year 2011.
- The candidate must have completed the degree in Finance in the year 2011.
- Any other conditions as per the company policy.

Please sign and return the copy of this offer letter to the company within 7 days of the date of receipt of this offer letter.

With warm regards,

Yours Sincerely,  
For Financial Finance Sales and Service Private Limited.

Pranod G. S.  
Head - Human Resources

Accepted by: 12/1/2012  
Date: 12/1/2012

Pranod G. S. is a graduate in Finance from National College, Bangalore.

Pranod G. S. is a graduate in Finance from National College, Bangalore.

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# BYJU'S

The Learning App

## OFFER LETTER

Date: 13<sup>th</sup> April 2023

Mr./Ms Farus Banu,

Welcome to BYJU'S!

Congratulations on your decision to partner with us in our endeavor to change the face of education.

We are pleased to offer you the position of Business Development Associate on following terms and conditions:

### Offer Details:

Designation: Business Development Associate  
Department: Business Development  
Unit Name: Sales  
Employment Type: Regular

CTC per Annum:

\* Fixed Compensation: 7,00,000/-  
INR 3,00,000/-

\* Variable Compensation: INR

Date of Joining: 23<sup>rd</sup> August, 2023

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

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

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

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

You are requested to join the services of the Company not later than 23<sup>rd</sup> April 2018, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

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

Please submit the signed copy Of this Offer letter on your date Of joining.

Yours sincerely,

For and Behalf of,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature



# BYJU'S

The Learning App

## OFFER LETTER

Date: 13<sup>th</sup> April 2023

Mr./Ms Keerthana M,

Welcome to BYJU'S!

Congratulations on your decision to partner with us in our endeavor to change the face of education.

We are pleased to Offer you the position Of Business Development Associate on following terms and conditions:

### Offer Details:

Designation: Business Development Associate  
Department: Business Development  
Unit Name: Sales  
Employment Type: Regular

CTC per Annum:

\* Fixed Compensation: 7,00,000/-  
INR 3,00,000/-

\* Variable Compensation: INR

Date of Joining: 23<sup>rd</sup> August , 2023

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

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

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

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

You are requested to join the services of the Company not later than 23<sup>rd</sup> April 2018, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

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

Please submit the signed copy Of this Offer letter on your date Of joining.

Yours sincerely,

For and Behalf of,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:



The Learning App

## OFFER LETTER

Date: 13<sup>th</sup> April 2023

Mr./Ms Sahana S,

Welcome to BYJU'S!

Congratulations on your decision to partner with us in our endeavor to change the face of education.

We are pleased to Offer you the position Of Business Development Associate on following terms and conditions:

### Offer Details:

Designation:	Business Development Associate
Department:	Business Development
Unit Name:	Sales
Employment Type:	Regular

CTC per Annum:

▪ Fixed Compensation:	7,00,000/-
INR	3,00,000/-

▪ Variable Compensation: INR

Date of Joining: 23<sup>rd</sup> August , 2023

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

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

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

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

You are requested to join the services of the Company not later than 23<sup>rd</sup> April 2018, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

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

Please submit the signed copy Of this Offer letter on your date Of joining.

Yours sincerely,

For and Behalf of,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

# BYJU'S

The Learning App

## OFFER LETTER

Date: 13<sup>th</sup> April 2023

Mr./Ms Ramya R,

Welcome to BYJU'S!

Congratulations on your decision to partner with us in our endeavor to change the face of education.

We are pleased to Offer you the position Of Business Development Associate on following terms and conditions:

### Offer Details:

Designation: Business Development Associate  
Department: Business Development  
Unit Name: Sales  
Employment Type: Regular

CTC per Annum:

• Fixed Compensation: 7,00,000/-  
INR 3,00,000/-

• Variable Compensation: INR

Date of Joining: 23<sup>rd</sup> April 2023

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

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

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

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



You are requested to join the services of the Company not later than 23<sup>rd</sup> April 2018, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

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

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

Yours sincerely,

For and Behalf of,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:





# BYJU'S

The Learning App

## OFFER LETTER

Date: 13<sup>th</sup> April 2023

Mr./Ms Manya V,

Welcome to BYJU'S!

Congratulations on your decision to partner with us in our endeavor to change the face of education.

We are pleased to offer you the position of Business Development Associate on following terms and conditions:

### **Offer Details:**

Designation:	Business Development Associate
Department:	Business Development
Unit Name:	Sales
Employment Type:	Regular

CTC per Annum:

• Fixed Compensation:	7,00,000/-
INR	3,00,000/-

• Variable Compensation: INR

Date of joining: 23<sup>rd</sup> April 2023

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

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

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

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

You are requested to join the services of the Company not later than 23<sup>rd</sup> April 2018, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

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

Please submit the signed copy Of this Offer letter on your date Of joining.

Yours sincerely,

For and Behalf of,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

# BYJU'S

The Learning App

## OFFER LETTER

Date: 13<sup>th</sup> April 2023

Mr./Ms ASA S,

Welcome to BYJU'S!

Congratulations on your decision to partner with us in our endeavor to change the face of education.

We are pleased to Offer you the position Of Business Development Associate on following terms and conditions:

**Offer Details:**

Designation:	Business Development Associate
Department:	Business Development
Unit Name:	Sales
Employment Type:	Regular
CTC per Annum:	

• Fixed Compensation:	7,00,000/-
INR	3,00,000/-

• Variable Compensation: INR

Date of Joining: 23<sup>rd</sup> April 2023

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

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

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

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

You are requested to join the services of the Company not later than 23<sup>rd</sup> April 2018, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

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

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

Yours sincerely,

For and Behalf of,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

# BYJU'S

The Learning App

## OFFER LETTER

Date: 13<sup>th</sup> April 2023

Mr./Ms Anushree C,

Welcome to BYJU'S!

Congratulations on your decision to partner with us in our endeavor to change the face of education.

We are pleased to Offer you the position Of Business Development Associate on following terms and conditions:

### Offer Details:

Designation: Business Development Associate  
Department: Business Development  
Unit Name: Sales  
Employment Type: Regular  
CTC per Annum:

• Fixed Compensation: 7,00,000/-  
INR 3,00,000/-

• Variable Compensation: INR

Date of Joining: 23<sup>rd</sup> April 2023

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

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

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

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

You are requested to join the services of the Company not later than 23<sup>rd</sup> April 2018, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

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

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

Yours sincerely,

For and Behalf of,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

# BYJU'S

The Learning App

## OFFER LETTER

Date: 13<sup>th</sup> April 2023

Mr./Ms Varshitha G,

Welcome to BYJU'S!

Congratulations on your decision to partner with us in our endeavor to change the face of education.

We are pleased to Offer you the position Of Business Development Associate on following terms and conditions:

### Offer Details:

Designation: Business Development Associate  
Department: Business Development  
Unit Name: Sales  
Employment Type: Regular

CTC per Annum:

• Fixed Compensation: 7,00,000/-  
INR 3,00,000/-

• Variable Compensation: INR

Date of Joining: 23<sup>rd</sup> April 2023

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

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

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

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

You are requested to join the services of the Company not later than 23<sup>rd</sup> April 2018, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

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

Please submit the signed copy Of this Offer letter on your date Of joining.

Yours sincerely,

For and Behalf of,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:



# BYJU'S

The Learning App

## OFFER LETTER

Date: 13<sup>th</sup> April 2023

Mr./Ms Rupal Sinha,

Welcome to BYJU'S!

Congratulations on your decision to partner with us in our endeavor to change the face of education.

We are pleased to Offer you the position Of Business Development Associate on following terms and conditions:

### Offer Details:

Designation: Business Development Associate  
Department: Business Development  
Unit Name: Sales  
Employment Type: Regular

CTC per Annum:

\* Fixed Compensation: 7,00,000/-  
INR 3,00,000/-

\* Variable Compensation: INR

Date of Joining: 23<sup>rd</sup> April 2023

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

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

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

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

You are requested to join the services of the Company not later than 23<sup>rd</sup> April 2018, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

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

Please submit the signed copy Of this Offer letter on your date Of joining.

Yours sincerely,

For and Behalf of,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

# BYJU'S

The Learning App

## OFFER LETTER

Date: 13<sup>th</sup> April 2023

Mr./Ms NEHA S,

Welcome to BYJU'S!

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

We are pleased to Offer you the position Of Business Development Associate on following terms and conditions:

### Offer Details:

Designation:	Business Development Associate
Department:	Business Development
Unit Name:	Sales
Employment Type:	Regular
CTC per Annum:	

• Fixed Compensation:	7,00,000/-
INR	3,00,000/-

• Variable Compensation: INR

Date of Joining: 23<sup>rd</sup> April 2023

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

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

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

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

You are requested to join the services of the Company not later than 23<sup>rd</sup> April 2018, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

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

Please submit the signed copy Of this Offer letter on your date Of joining.

Yours sincerely,

For and Behalf of,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

Regd. Off.  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RM2 Ecomare, Campus 3C,  
Capgemini Data Hub Bldg  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN - U22300KA2005PTC048089



SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone - II,  
EON Khairat Infrastructure Pvt. Ltd. - SEZ,  
Survey No. 72/2/1, Khairat, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 48536200

Date: 09-March-2022

### Letter of Intent

Dear Kavyashree.M,

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with **Northern Operating Services Private Limited** ("Northern") as "Analyst I", in our Bangalore office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

Date Of Joining	Will be Confirmed by HR as appropriate date approaches.
Salary	Your Annual Fixed Pay will be ₹ 306,987 payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
Retirals	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
Benefits	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"> <li>Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li> <li>Private Health Insurance for self, spouse, children and either of parents or parents in law,</li> <li>Accident insurance and</li> <li>Life assurance</li> </ul>
Conditional Offer	Your appointment as "Analyst I" with Northern is conditional upon: <ol style="list-style-type: none"> <li>You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li> <li>Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li> </ol>



Regd. Off  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace - Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India  
Main - +91 (08) 4017 8500  
CIN - U72300KA2005PT0041089

SEZ Unit  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EDN Free Zone- II,  
EDN Kharadi Infrastructure Pvt. Ltd. - SEZ  
Survey No. 72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India  
Main - +91(20)48533200



	<ol style="list-style-type: none"> <li>3. Receipt of written references;</li> <li>4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.);</li> <li>5. You are not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern;</li> <li>6. Your providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, non-hire agreements, and other restrictive contracts you may have entered into with former employers.</li> <li>7. Achieving and maintaining an acceptable standard for compliance purposes;</li> <li>8. Written acceptance of this letter of Intent.</li> </ol>
Working Hours & Leave	<p>Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'Northern Trust India Employee Handbook'. Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40-hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.</p>
Probation & Notice Periods	<p>The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern Operating Services Private Limited will be considered to have been successfully</p>



**Regd Off:**  
**Northern Operating Services Pvt. Ltd.**  
 2<sup>nd</sup> Floor, RMZ Ecompace, Campus IC,  
 Sarapur Outer Ring Road  
 Bangalore, 560 103,  
 Karnataka, India.  
 Main - +91 (80) 4817 5500  
 CIN - U72300KA2015PTC048089

**SEZ Unit**  
**Northern Operating Services Pvt. Ltd.**  
 Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
 EON Free Zone- II,  
 EON Kharadi Infrastructure Pvt. Ltd. - SEZ,  
 Survey No.72/2/1, Kharadi, Pune - 411 014,  
 Maharashtra, India,  
 Main - +91(20) 48533200



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	<p>completed after of six months or you will be advised in writing, if the Company decides to extend your probationary period. During your probationary period, initially of six months or any extended length of time, your notice entitlement will be one week, to be given by either party, prior to termination of the appointment. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 prior to termination of the appointment</p>
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Head Office,  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, 10<sup>th</sup> Crossroad, Complex 1C,  
Suryanagar Outer Ring Road,  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) (0) 7 8500  
CIN - U72200KA2005PTC048089



SEI Unit:  
Northern Operating Services Pvt. Ltd.  
Tower B, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone - II,  
EON Kharadi Infrastructure Pvt. Ltd. - SEZ,  
Survey No 72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200

### Salary Break up Annexure

Name: Kavyashree.M  
Date: 09-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
Sub Total	₹ 26,987
Annual Fixed Pay (TFP + Retirals)	₹ 306,987
Monthly Gross	₹ 23,333

### **Northern Operating Services Private Limited**

*Note. This is a System Generated Document and does not require physical signature.*

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Kavyashree.M , kavyashreeraghav@gmail.com  
Start Date: Will be Confirmed by HR as appropriate date approaches.





Regd. Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapura Outer Ring Road  
Bangalore, 560103,  
Karnataka, India  
Email - 191138@northern.co.in  
CIN - U72300KA2005PTC0148089



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SEC Unit  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 15<sup>th</sup> Floor,  
EON Free Zone-II,  
EON Mumbai Infrastructure Pvt. Ltd. - SEZ,  
Survey No 722/1, Kharghar, Pune - 411 004,  
Maharashtra, India.  
Email - +91(20) 48513200

18-November-2022  
Dhanyashree K S  
dhanya1726@gmail.com  
#706, 73rd cross  
5 th block Rajajinagar  
Bangalore

Dear Dhanyashree,

We are delighted to offer you employment with Northern Operating Services Private Limited (referred as Northern hereafter) as **Analyst I** in our **Transfer Agency Department** within the **Asset Servicing**. Your official title at Northern will be **Non Officer**.

This Employment Agreement sets out the particulars of the terms and conditions of employment between Northern Operating Services Private Limited, 1st Floor, RMZ Ecospace Campus 1C, Bellandur Village, Varthur Hobli, Bangalore - 560103 ("Northern") and Dhanyashree K S of #706, 73rd cross, 5 th block Rajajinagar, Bangalore.

Any reference to "this agreement" throughout is reference to the terms and conditions of your employment as set out in this Statement.

#### **1. Conditions**

Your employment is conditional on:

- (a) your agreement to and acceptance of this Employment Agreement;
- (b) you providing Northern with a valid Aadhaar number
- (c) your agreement to and acceptance (both in writing and electronically where requested) of the attached Non-Solicitation and Confidentiality Agreement;
- (d) should Northern request it, a medical assessment and report satisfactory to Northern;
- (e) the completion of background screening checks, including criminal records checks, (both prior to the commencement of your employment and on a recurring basis during employment) and receipt of written references to the satisfaction of Northern;
- (f) you providing Northern with satisfactory proof of any relevant qualifications, as may be requested by Northern;



Regd. Offt:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Conquest IC,  
Sajjanpuri Outer Ring Road  
Bengaluru, 560116,  
Karnataka, India  
Email - [hr@northerntrust.com](mailto:hr@northerntrust.com)  
CIN - U72300KA2015PTC049089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
ECN Free Zone - II,  
ECN Kharadi Infrastructure Pvt. Ltd. - SEZ,  
Survey No 72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India  
Email - [hr@northerntrust.com](mailto:hr@northerntrust.com)



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- (g) your agreement to and achieving and maintaining a suitable standard for compliance purposes (see below), including agreeing to comply with all applicable policies, procedures and guidance, and completion of mandatory training in appropriate timescales. Your role is subject to the achievement and maintenance of an appropriate level of competence, as required by your current role at any point in time;
- (h) you being free to take up and carry out the role offered to you and you not being in breach of or breaching any express or implied terms of any contract, court order or of any other obligation legally binding upon you by virtue of accepting this Employment Agreement;
- (i) you having declared any action taken against you by a regulatory or professional body;
- (j) you having lawful authority to work in India and producing satisfactory evidence to this effect. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences);
- (k) you not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern; and
- (l) you providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, non-hire agreements, and other restrictive contracts you may have entered into with former employers.

During your employment, Northern may conduct periodic background checks (including criminal records checks). It is a condition of your employment that you consent to provide the personal information required to conduct such checks when requested to do so. By accepting this Employment Agreement, you understand and agree that failure or refusal to consent and/or provide the required personal information will constitute a serious breach of this Employment Agreement which will be cause for initiating disciplinary action, including but not limited to termination of employment.

All of the above must be to the satisfaction of Northern. This appointment is on the basis of the information/particulars provided by you with regard to your educational/professional qualifications, experience and criminal records. In the event it is discovered, at any stage, that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld / suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated. In addition, if the conditions stated above are not fulfilled to the satisfaction of Northern, then your appointment will be deemed void and your services with Northern terminated.



Head Office:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, 4<sup>th</sup> Phase IC,  
Sejanger Outer Ring Road  
Bangalore, 560110,  
Karnataka, India  
Email - +91 (80) 4017 5500  
CIN - U72100K A2005P R1040879



SEZ Unit:  
Northern Operating Services Pvt. Ltd.,  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor  
ECM Free Zone - I,  
KON Kharadi Infrastructure Pvt. Ltd - SEZ,  
Survey No 72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India  
Email - +91(20) 48536210

This appointment is on the confirmation from you that you can perform the duties of the position for which you are being hired without violating any obligations that you might have to any other person or company.

## **2. Commencement Date**

You, Dhanyashree K S, are employed by Northern as Analyst I in our Transfer Agency Department with effect from 02-January-2023. You are requested to bring with you, when you first report for work, either a valid passport and employment visa (where relevant) or other valid evidence of the right to work in India. If this is problematic, please contact the Human Resources Department to discuss. You will receive an email in the week prior to your Date of joining, with instructions for your first day of employment.

## **3. Probation**

The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern will be considered to have been successfully completed after six months or you will be advised in writing, if Northern decides to extend your probationary period. During your probationary period, either the company or you may terminate this agreement by giving in writing to the other party, thirty days' notice, and the same notice requirement would apply to you should you resign during the probationary period. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 days prior to termination of your employment. In either case, Northern reserves the right to pay you in lieu of notice.

## **4. Job Title**

You are employed as Analyst I in our Transfer Agency Department. You have been informed about your reporting line Manager by the hiring panel. Northern reserves the right to amend your reporting line to any person so appointed to act with such authority.

You shall faithfully and diligently perform the duties and exercise the powers which from time to time may be assigned to you by Northern together with such person or persons as Northern may appoint to act jointly with you. You shall serve Northern in this capacity to the best of your ability or in such other capacity as Northern may from time to time determine.

You and Northern agree that the nature of Northern's business demands flexibility and that reallocation of duties, power and other responsibilities from time to time is a natural part of – and a precondition for – the employment relationship between you and Northern. This may involve a change in your job title and reporting relationship.



Regd Off:  
Northern Operating Services Pvt. Ltd.  
2nd Floor, 84/7, Park Road, Calcutta 700 013,  
Serpent Caves Bldg Road  
durgam, 400 143,  
Karnataka, India  
Main - +91 (80) 4012 3500  
CIN - U72300KA2005PTC040089



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SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 15th to 18th Floor,  
EDN Free Zone II,  
EDN Kharadi Infrastructure Pvt. Ltd - SEZ,  
Survey No. 72/2/1, Kharadi, Pune - 411 034,  
Maharashtra, India  
Main - +91 (20) 48538200

You shall perform such duties, discharge such responsibilities and exercise such powers, authorities and discretions in relation to Northern as from time to time may be delegated to you on such terms and conditions and subject to such restrictions as may from time to time apply. Northern may at any time require you to cease performing or exercising any particular power, authority or discretion delegated to you.

You shall at all times keep Northern promptly and fully informed (in writing if requested) of the business of Northern and of any information which may adversely affect Northern or its business.

#### **5. Duties and Responsibilities**

Duties and responsibilities of the position are as outlined in your meeting with the recruitment panel. You may be required to undertake other duties from time to time as Northern may reasonably require.

You shall devote the whole of your time unless prevented by ill-health or accident or otherwise directed by Northern (including during any period of suspension or exclusion as detailed under sections 17 and 19) to your duties under this Employment Agreement. You must serve Northern honestly and faithfully. You may not, without the prior written consent of your manager, be employed or otherwise engaged in any other business, trade or profession either directly or indirectly in any capacity whatsoever. You must also not engage in other business activity, whether paid or unpaid which may conflict with your duties as an employee of Northern.

#### **6. Associated Company**

You acknowledge and agree that Northern may at times require you to work for any Associated Company and to carry out its duties or responsibilities for any Associated Company which include its subsidiaries, affiliates or its customers, subcontractors or any other individuals or companies having any kind of association or relationship with Northern.

For the purposes of this Employment Agreement, an "Associated Company" is any company which for the time being is:

- (a) a holding company of Northern; or
- (b) a subsidiary of any such holding company or Northern; or
- (c) a company over which Northern or any holding company has control.

By working for any Associated Company, and/or by carrying out duties or responsibilities as mentioned in the above paragraph, you do not become an employee, or agent, or contractor of such Associated Company, including its subsidiaries, affiliates, customers, subcontractors or any other individuals or companies having any kind of association or relationship with



Regd Off  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Cosopace, Campus IC,  
Sarjapur (Outer Ring Road)  
Bangalore, 564 107,  
Karnataka, India.  
Main - +91 (98) 4017 8501  
CIN - U72300KA2005PTC144949



SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone - II,  
EON Kharadi Infrastructure Pvt. Ltd. - SEZ,  
Survey No. 72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 43538200

**Northern.** For all purposes, you shall remain an employee of Northern and shall share an employer-employee relationship with Northern.

Northern further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Northern or as part of any restructuring or amalgamation or such other plan implemented by Northern or by which Northern is bound, on such terms and conditions as applicable to such a plan.

### **7. Location**

You shall work at Northern's offices based at Bangalore or such other place of business of Northern or any Associated Company as may be directed by management from time to time.

You may be required to work at any other location, as may be directed by Northern from time to time. In normal circumstances you will not be required to work outside of India, however, business requirements may necessitate short term visits outside of India.

### **8. Compliance with Applicable Law**

You agree to comply with all applicable laws, regulations, governmental orders of India and rules governing the business or businesses in which Northern operates including, but not limited to, other jurisdictions where relevant laws may apply from time to time that relate to your employment by Northern.

### **9. Salary**

Your Annual Fixed Pay will be **₹306,987**, inclusive of all hours worked. A detailed breakdown of your Annual Fixed Pay is set out in Annexure 1.

Salary will be payable on a monthly basis, in arrears in 12 equal instalments. This will be credited to your account on or before the last working day of each month, subject to statutory deductions.

In accordance with the Analyst salary framework, your next salary review will be in the quarterly review cycle following the completion of 12 months in the role. Any subsequent increase after this will be as per the company's Annual Review Cycle, as laid out below.

The annual performance appraisal cycle is from January to December. Your base salary will be reviewed by Northern in or about April each calendar year, or at any other time determined by Northern from time to time. Annual salary adjustments will normally be effective on 1 April each year, subject to the rules in this regard and at Northern's absolute discretion. In undertaking this review Northern may have regard to any matter in its absolute discretion. This review will not necessarily lead to an increase in your base salary. There will be no review of salary after notice has been given by either party to terminate your employment.



Regd. Off.  
Northern Operating Services Pvt. Ltd.  
7<sup>th</sup> Floor, RMZ Ecospace, Camlin IC,  
Singapore Outer Ring Road  
Bangalore, 560 093,  
Karnataka, India.  
Mail - 121 (811) 4017 8900  
CIN - U72300KA2004PTC048889

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 11<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone-II,  
EON Khasadi International Pvt. Ltd. - SEZ,  
Survey No 22/21, Khasadi Bore - 411 014,  
Maharashtra, India.  
Mail - 91(20) 48338200



You consent to the deduction of any sums you owe to Northern at any time from your salary or from any payment due from Northern to you. You also agree to make any payment to Northern of any sums owed by you to Northern upon demand by Northern at any time.

### **10. Benefits**

The benefits set out below are discretionary and may be varied or removed by Northern at any time without notice.

- (a) Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme;
- (b) Northern offers Private Health Insurance for all employees and their dependents (as defined by the insurers) from the first day of employment;
- (c) Personal Accident Insurance is provided for all Northern employees; and
- (d) Group Term Life Insurance is provided for all Northern employees.

The above-mentioned insurance benefits are subject to: (i) acceptance by the insurers; (ii) the terms and conditions of the insurance policy (which may change from time to time); (iii) the premium being at a rate which Northern considers reasonable; and (iv) the agreements with the insurers. Benefits may be restricted both on an individual and/or aggregate basis. If an insurance provider refuses for any reason to provide insurance for you, Northern shall not be liable to provide you with any benefit of the same or similar kind or to pay any compensation in lieu of such benefit. Please refer to the Northern Trust India Employee Handbook for further information.

### **11. Retirals**

You will be eligible to participate in the Provident Fund and Gratuity Scheme, subject to the terms and conditions of the Fund and Scheme from time to time in force as prescribed under law. You will be provided with the details and terms and conditions at the time of your joining. Subject to applicable law, Northern reserves the right to terminate or substitute another fund and scheme.

### **12. Hours**

Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Your initial login time will be 14.30 IST. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40-hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will



Regd Off.  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Empress, Campus JK,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Phone – 411 010, Main +91 (80) 4017 8500  
CIN – U72300KA2005PTC048089

SEC UNIT:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
ECM Free Zone- II,  
Survey No.72/2/1, Kharadi,  
Main – +91(20) 48533200



Date: 09-March-2022

### Letter of Intent

Dear Anjali Yadav,

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with Northern Operating Services Private Limited ("Northern") as "Analyst I", in our Bangalore office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

Date Of Joining	Will be Confirmed by HR as appropriate date approaches.
Salary	Your Annual Fixed Pay will be ₹ 306,987 payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
Reticals	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
Benefits	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"> <li>Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li> <li>Private Health Insurance for self, spouse, children and either of parents or parents in law;</li> <li>Accident insurance and</li> <li>Life assurance</li> </ul>
Conditional Offer	Your appointment as "Analyst I" with Northern is conditional upon: <ol style="list-style-type: none"> <li>You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li> <li>Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li> </ol>



Ragd Cliff:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, 88/82 Ecospace, Campus IC,  
Saijapur Outer Ring Road  
Bengaluru, 560 103,  
Phone - 411 010, Mobile - +91 (80) 4017 8500  
CIN - U72300KA2006PTL046089

EON Kharadi Infrastructure Pvt. Ltd. - SEZ, Karnataka, India.  
Mumbai, India.

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
CDM Free Zone- II,  
Survey No. 72/2/1, Kharadi,  
Mumbai - 400 101 +91(10) 48538200



	<ol style="list-style-type: none"> <li>3. Receipt of written references;</li> <li>4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.);</li> <li>5. You are not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern;</li> <li>6. Your providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, nonhire agreements, and other restrictive contracts you may have entered into with former employers.</li> <li>7. Achieving and maintaining an acceptable standard for compliance purposes;</li> <li>8. Written acceptance of this letter of Intent.</li> </ol>
Working Hours & Leave	<p>Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'Northern Trust India Employee Handbook'. Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.</p>





Regd. Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RM2 Ecospace, Campus 1C,  
Surajpur Outer Ring Road  
Bangalore, 560 103,  
Pune - 411 014, Main - 91 (80) 4017 0500  
CIN - U72300KA2005PTC048089

SEZ Unit,  
Northern Operating Services Pvt. Ltd.  
Tower A, 3<sup>rd</sup> to 10<sup>th</sup> Floor,  
EON Free Zone-II,  
Survey No.72/2/1, Kharadi,  
Mazr +91(20) 48538200



### Salary Break up Annexure

**Name:** ANJALI YADAV

**Date:** 09-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
Sub Total	₹ 26,987
Annual Fixed Pay (TFP + Retirals)	₹ 306,987
Monthly Gross	₹ 23,333

### **Northern Operating Services Private Limited**

*Note: This is a System Generated Document and does not require physical signature.*

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Date: Will be Confirmed by HR as appropriate date approaches.



Regd. Off:

Northern Operating Services Pvt. Ltd.

2<sup>nd</sup> Floor, RMZ Ecospace, Campus IC,

Sarjapur Outer Ring Road

Bangalore, 560 109,

Pune - 411 014, Main +91 (80) 4087 8500

CIN - U72300KA2005PTC048089

EON Kharadi Infrastructure Pvt. Ltd. - SEZ, Karnataka, India.

Kharadi, India,

SEZ Unit:

Northern Operating Services Pvt. Ltd.

Tower A, 11<sup>th</sup> to 16<sup>th</sup> Floor.

EON Free Zone-II,

Survey No.72/2/1, Kharadi,

Mumbai - +91(20)48534200



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<b>Probation &amp; Notice Periods</b>	The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern Operating Services Private Limited will be considered to have been successfully
	completed after of six months or you will be advised in writing, if the Company decides to extend your probationary period. During your probationary period, initially of six months or any extended length of time, your notice entitlement will be one week, to be given by either party, prior to termination of the appointment. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 prior to termination of the appointment



Regd. Off:-  
Northern Operating Services Pvt. Ltd.,  
2<sup>nd</sup> Floor, KHA2 Ecospace, Campus 1C,  
Sanjayal Outer Ring Road  
Bangalore, 560 103,  
Phone : 411 014, Main : +91 (80) 4017 8500  
CIN : U72300KA2005PTC044009

ECM Khairadi Infrastructure Pvt. Ltd. - SEZ, Karnataka, India.  
Maharashtra, India.

SEZ Unit:-  
Northern Operating Services Pvt. Ltd.,  
Tower A, 23<sup>rd</sup> to 26<sup>th</sup> Floor,  
CON Free Zone- II,  
Surydy No.72/2/3, Khairadi,  
Mangaluru - 575001  
Phone : +91(20) 48538200



Date: 09-March-2022

### Letter of Intent

Dear Dhavya S,

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with Northern Operating Services Private Limited ("Northern") as "Analyst I", in our Bangalore office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

Date Of Joining	Will be Confirmed by HR as appropriate date approaches.
Salary	Your Annual Fixed Pay will be ₹ 306,987 payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
Retirals	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
Benefits	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"> <li>Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li> <li>Private Health Insurance for self, spouse, children and either of parents or parents in law;</li> <li>Accident insurance and</li> <li>Life assurance</li> </ul>
Conditional Offer	Your appointment as "Analyst I" with Northern is conditional upon: <ol style="list-style-type: none"> <li>You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li> <li>Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li> </ol>





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3. Receipt of written references;
4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.);
5. You are not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern;
6. Your providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, nonhire agreements, and other restrictive contracts you may have entered into with former employers.
7. Achieving and maintaining an acceptable standard for compliance purposes;
8. Written acceptance of this letter of Intent.

**Working Hours &  
Leave**

Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'Northern Trust India Employee Handbook'. Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40-hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. To working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.



Head Office:

Northern Operating Services Pvt. Ltd.

2<sup>nd</sup> Floor, RMZ Complex, Campus IC,

Sanjaypur Outer Ring Road

Bangalore, 560 103,

Phone - 411 014, Mob - +91 (08) 4017 0500

CIN - U72300KA2005PTC048089

CON Khara Infrastructure Pvt. Ltd. - SEZ, Kharadi, India,

Maharashtra, India.

SEZ Unit:

Northern Operating Services Pvt. Ltd.

Tower A, 13<sup>th</sup> to 16<sup>th</sup> floor,

EOU Free Zone - II,

Survey No.72/2/1, Khara Ji,

Mah - 191(20) 48538200



**NORTHERN  
TRUST**

### Salary Break up Appendix

Name: Bhavya S

Date: 09-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
<b>Sub Total</b>	<b>₹ 26,987</b>
<b>Annual Fixed Pay (TFP + Retirals)</b>	<b>₹ 306,987</b>
<b>Monthly Gross</b>	<b>₹ 23,333</b>

### **Northern Operating Services Private Limited**

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*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Bhavya S , kavyashreeraghav@gmail.com Start Date:

Will be Confirmed by HR as appropriate date approaches.



Regd. Off.  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecomplex, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Pune - 411 014, Main : +91 (80) 4017 8500  
CIN - U72300KA2005PTC046080

Sub. Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
ECHO Tree Zone- II,  
Survey No. 22/2/1, Kharadi,  
Maharashtra, India.  
Main : +91(20) 48538200



<p><b>Probation &amp; Notice Periods</b></p>	<p>The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern Operating Services Private Limited will be considered to have been successfully</p>
	<p>completed after of six months or you will be advised in writing, if the Company decides to extend your probationary period. During your probationary period, initially of six months or any extended length of time, your notice entitlement will be one week, to be given by either party, prior to termination of the appointment. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 prior to termination of the appointment</p>



Regd. Off:-  
Northern Operating Services Pvt. Ltd  
2<sup>nd</sup> Floor, BM2 Cospace, Campus IC,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Phone : +91 814 8144 1001/1012/8500  
CIN : U72200KA2005PTC040000

EOI Kharadi Infrastructure Pvt. Ltd. SEZ, Karnataka, India.

Maharashtra, India.

SEZ Unit:  
Northern Operating Services Pvt. Ltd  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
Survey No.72/2/1, Kharadi,  
Main : +91(20) 48534200



Date: 09-March-2022

### Letter of Intent

Dear KALPITA CHAKRABORTY,

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with Northern Operating Services Private Limited ("Northern") as "Analyst I", in our Bangalore office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

Date Of Joining	Will be Confirmed by HR as appropriate date approaches.
Salary	Your Annual Fixed Pay will be ₹ 306,987 payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
Retirals	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
Benefits	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"> <li>Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li> <li>Private Health Insurance for self, spouse, children and either of parents or parents in law;</li> <li>Accident insurance and</li> <li>Life assurance</li> </ul>
Conditional Offer	Your appointment as "Analyst I" with Northern is conditional upon: <ol style="list-style-type: none"> <li>You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li> <li>Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li> </ol>





	<ol style="list-style-type: none"> <li>3. Receipt of written references;</li> <li>4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.);</li> <li>5. You are not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern;</li> <li>6. Your providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, nonhire agreements, and other restrictive contracts you may have entered into with former employers.</li> <li>7. Achieving and maintaining an acceptable standard for compliance purposes;</li> <li>8. Written acceptance of this letter of Intent.</li> </ol>
Working Hours & Leave	<p>Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'Northern Trust India Employee Handbook'. Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.</p>





Regd. Off.

Northern Operating Services Pvt. Ltd.

2<sup>nd</sup> Floor, RMZ Cospace, Campus IC,

Sarjapur Outer Ring Road

Bangalore, 560 103,

Pune - 411 014, Mail - +91 (80) 4917 0500

CIN : U72300KA2005PTC045089

SEZ Unit.

Northern Operating Services Pvt. Ltd.

Tower A, 15<sup>th</sup> to 16<sup>th</sup> Floor,

COE Free Zone- II,

Survey No 71/2/1, Hiranandi,

Main - +91(20) 48538100



**NORTHERN  
TRUST**

**Salary Break up Annexure**

**Name: KALPITA CHAKRABORTY**

**Date: 09-March-2022**

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
Sub Total	₹ 26,987
Annual Fixed Pay (TFP + Retirals)	₹ 306,987
Monthly Gross	₹ 25,582

**Northern Operating Services Private Limited**

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My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Date: Will be Confirmed by HR as appropriate date approaches.



Regd. Off.

Northern Operating Services Pvt. Ltd.

2<sup>nd</sup> Floor, RMZ Conquest, Campus 1C,

Sanjapur Outer Ring Road

Bangalore, 560 103,

Pune - 411 014, Main - +91 (80) 4017 8300

CIN - U72300KA2006PTC048089

SEZ Unit:

Northern Operating Services Pvt. Ltd.

Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,

EOI Free Zone 2,

Survey No 77/2/1, Khawadi,

Main - +91(20) 48538200



**NORTHERN  
TRUST**

<b>Probation &amp; Notice Periods</b>	The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern Operating Services Private Limited will be considered to have been successfully
	completed after of six months or you will be advised in writing, if the Company decides to extend your probationary period. During your probationary period, initially of six months or any extended length of time, your notice entitlement will be one week, to be given by either party, prior to termination of the appointment. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 prior to termination of the appointment



Regd. Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Cluspete, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Phone - 411 014, Mail - <91 (80) 4017 8500  
CIN - U72900KA2005PTC046089

SEZ Unit  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
ECM Free Zone-II,  
Survey No. 72/2/1, K. Anadi,  
Mysuru, India.  
Attn : (0120) 48538200



Date: 09-March-2022

### Letter of Intent

Dear MANISHA FS,

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with Northern Operating Services Private Limited ("Northern") as "Analyst I", in our Bangalore office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

Date Of Joining	Will be Confirmed by HR as appropriate date approaches.
Salary	Your Annual Fixed Pay will be ₹ 306,987 payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
Retirals	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
Benefits	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"> <li>Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li> <li>Private Health Insurance for self, spouse, children and either of parents or parents in law;</li> <li>Accident insurance and</li> <li>Life assurance</li> </ul>
Conditional Offer	Your appointment as "Analyst I" with Northern is conditional upon: <ol style="list-style-type: none"> <li>You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li> <li>Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li> </ol>





	<ol style="list-style-type: none"> <li>3. Receipt of written references;</li> <li>4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.);</li> <li>5. You are not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern;</li> <li>6. Your providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, nonhire agreements, and other restrictive contracts you may have entered into with former employers.</li> <li>7. Achieving and maintaining an acceptable standard for compliance purposes;</li> <li>8. Written acceptance of this letter of Intent.</li> </ol>
Working Hours & Leave	<p>Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'Northern Trust India Employee Handbook'. Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.</p>



Regd Off:

Northern Operating Services Pvt. Ltd.

2<sup>nd</sup> Floor, RMZ Cosapace, Campus 1C,

Sri Jagann Quarter Ring Road

Bangalore, 560 103,

Pune - 411 014, MMR - +91 (80) 4017 8500

CIN - U72300KA2000PTED48089

SEZ Unit,

Northern Operating Services Pvt. Ltd.

Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,

COI Free Zone- II,

GOPI Khuradi Infopark/ITSE Pvt. Ltd. - SEZ, Kumbhake, India

Maharashtra, India.

Survey No 72/2/1, Khuradi,

Main - +91(20) 48538200



**NORTHERN  
TRUST**

<b>Probation &amp; Notice Periods</b>	<b>The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern Operating Services Private Limited will be considered to have been successfully</b>
	<b>completed after of six months or you will be advised in writing, if the Company decides to extend your probationary period. During your probationary period, initially of six months or any extended length of time, your notice entitlement will be one week, to be given by either party, prior to termination of the appointment. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 prior to termination of the appointment</b>



Head Office:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, BMC Ecosystem, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Phone – 011 014, Mobile – +91 801 4017 8500  
CIN – U72300KA2005PTC043009

SEZ Unit  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EOI Free Zone-II,  
Surrey No.72/2/L, Kharadl,  
Main – +91(20) 48538230



### Salary Break up Annexure

Name: MANISHA FS

Date: 09-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
<b>Sub Total</b>	<b>₹ 26,987</b>
<b>Annual Fixed Pay (TFP + Retirals)</b>	<b>₹ 306,987</b>
<b>Monthly Gross</b>	<b>₹ 23,333</b>

### **Northern Operating Services Private Limited**

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My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Date: Will be Confirmed by HR as appropriate date approaches.



Head Office

Northern Operating Services Pvt. Ltd.

2<sup>nd</sup> Floor, RMZ Esquade, Campus IC,

Sarjapur Outer Ring Road

Bangalore, 560 103,

Pune - 411 014, Mob - +91 (80) 4317 6500

OM - 071300KA206AF1C048260

EDN Kharadi Infrastructure Pvt. Ltd. - 7CE, Kharataka, Kharadi,

Maharashtra, India,

SEZ Unit,

Northern Operating Services Pvt. Ltd.

Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,

EOFF Free Zone- II,

Survey No 72/2/1, Kharadi,

Main - 491(20) 42538200



**NORTHERN  
TRUST**

**Date: 09-March-2022**

**Letter of Intent**

**Dear JAISHREE B,**

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with **Northern Operating Services Private Limited** ("Northern") as "Analyst I", in our Bangalore office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

<b>Date Of Joining</b>	Will be Confirmed by HR as appropriate date approaches.
<b>Salary</b>	Your Annual Fixed Pay will be ₹ 306,987 payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
<b>Retirals</b>	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
<b>Benefits</b>	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"><li>• Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li><li>• Private Health Insurance for self, spouse, children and either of parents or parents in law;</li><li>• Accident insurance and</li><li>• Life assurance</li></ul>
<b>Conditional Offer</b>	Your appointment as "Analyst I" with Northern is conditional upon: <ol style="list-style-type: none"><li>1. You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li><li>2. Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li></ol>



Regd Off.

Northern Operating Services Pvt. Ltd.

2<sup>nd</sup> Floor, 8th & 9th, Campus 10,

Sanjaypur Outer Ring Road

Bangalore, 560 100,

Pune - 411 014, India. | Tel: (800) 4017 8560

CIN : U72303KA2005PTC049089

SEZ Unit:

Northern Operating Services Pvt. Ltd.

Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,

EOH Free Zone- II,

Survey No 72/1/1, Khairat,

Maharashtra, India. | Mob: +91(20) 48538300



**NORTHERN  
TRUST**

	<ol style="list-style-type: none"><li>3. Receipt of written references;</li><li>4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.);</li><li>5. You are not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern;</li><li>6. Your providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, nonhire agreements, and other restrictive contracts you may have entered into with former employers.</li><li>7. Achieving and maintaining an acceptable standard for compliance purposes;</li><li>8. Written acceptance of this letter of Intent.</li></ol>
<b>Working Hours &amp; Leave</b>	<p>Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'Northern Trust India Employee Handbook'. Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.</p>





Regd. Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Complex 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560103,  
Phone – +91 083, Mobile – +91 (80) 4011 8500  
CIN – U72300KA2005PTC004009

EON Khairat Infrastructure Pvt. Ltd. – SEZ, Karnataka, India.

Maharashtra, India.

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> floor,  
EON Free Zone- II,  
Survey No 72/1/1, Khairat,  
Main – 091201 48538200



### Salary Break up Annexure

Name: PRATHIBA D

Date: 09-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
Sub Total	₹ 26,987
Annual Fixed Pay (TFP + Retirals)	₹ 306,987
Monthly Gross	₹ 23,333

### **Northern Operating Services Private Limited**

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My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : PRATHIBA D , kavyashreeraghav@gmail.com Start

Date: Will be Confirmed by HR as appropriate date approaches.



REGD. OFF

Northern Operating Services Pvt. Ltd.

2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,

Sarjapur Outer Ring Road

Bangalore, 560 103,

Phone - +91 084, Mobn - +91 (80) 4817 8500

CIN - U72300KA2005PTC048499

EON Bharati Infrastructure Pvt. Ltd. - SEZ, Karnataka, India

Maharashtra, India.

SEZ Unit:

Northern Operating Services Pvt. Ltd.

Block A, 13<sup>th</sup> to 16<sup>th</sup> Floor,

SEZ Free Zone-II,

Survey No. 72/7/3, Kharadi,

Main - +91(20) 48536200



**NORTHERN  
TRUST**

Probation & Notice Periods	The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern Operating Services Private Limited will be considered to have been successfully
	completed after of six months or you will be advised in writing, if the Company decides to extend your probationary period. During your probationary period, initially of six months or any extended length of time, your notice entitlement will be one week, to be given by either party, prior to termination of the appointment. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 prior to termination of the appointment



Regd. Offt:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecompace, Campus IC,  
Sanjapur Outer Ring Road  
Bangalore, 560 103,  
Phone - 411 014, (Fax) - +91 (80) 4017 3500  
CIN - U72306KA2005PT0048008

EON Elnadi Infrastructure Pvt. Ltd. - SEZ, Kannur, India.

Mulurashira, India

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EOM Free Zone - II,  
Survey No. 72/2/1, 10<sup>th</sup> Stage II,  
Main - +91(20) 48538200



Date: 09-March-2022

### Letter of Intent

Dear PRATHIBA D,

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with Northern Operating Services Private Limited ("Northern") as "Analyst I", in our Bangalore office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

Date Of Joining	Will be Confirmed by HR as appropriate date approaches.
Salary	Your Annual Fixed Pay will be ₹ 306,987 payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
Retirals	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
Benefits	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"> <li>Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li> <li>Private Health Insurance for self, spouse, children and either of parents or parents in law;</li> <li>Accident insurance and</li> <li>Life assurance</li> </ul>
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**Rec'd On:**

Northern Operating Services Pvt. Ltd.

2<sup>nd</sup> Floor, PMA2 Ecospace, Campus 1C,

Sarjapur Outer Ring Road

Bangalore, 560 103,

Pune - 411 014, Main - +91 (80) 4037 8500

CIN - U72300KA2005PTC048089

**SEZ Unit:**

Northern Operating Services Pvt. Ltd.

Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,

EOI Free Zone- II,

Survey No. 72/2/1, Kharadi,

Main - +91(20) 48528200


**NORTHERN  
TRUST**

	<ol style="list-style-type: none"> <li>3. Receipt of written references;</li> <li>4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.);</li> <li>5. You are not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern;</li> <li>6. Your providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, nonhire agreements, and other restrictive contracts you may have entered into with former employers.</li> <li>7. Achieving and maintaining an acceptable standard for compliance purposes;</li> <li>8. Written acceptance of this letter of Intent.</li> </ol>
Working Hours & Leave	<p>Your working hours and annual leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'Northern Trust India Employee Handbook'. Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.</p>



Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus IC,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Phone - 411 014, Main - +91 (80) 4017 3500  
CAN - U72306KA2005PTC048080

EON Kharadi Infrastructure Pvt. Ltd. - SEZ, Kharadi, India.  
Kharadi, India.

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone-II,  
Survey No. 72/2/1, Kharadi,  
Phone - +91 (20) 485 50200



### Salary Break up Annexure

Name: PRATHIBA D

Date: 09-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
Retirals	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
Sub Total	₹ 26,987
Annual Fixed Pay (TFP + Retirals)	₹ 306,987
Monthly Gross	₹ 25,582

### Northern Operating Services Private Limited

*Note: This is a System Generated Document and does not require physical signature.*

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My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : PRATHIBA D , kavyashreeraghav@gmail.com Start

Date: Will be Confirmed by HR as appropriate date approaches.



Regd. Off:

Northern Operating Services Pvt. Ltd.

2<sup>nd</sup> Floor, BM2 Ecospace, Campus 1C,

Surajpur Outer Ring Road

Bangalore, 560 203.

Phone - 421 014, Main - +91 (80) 4017 0500

GIN - U72300KA2005PTC049029

SEZ Unit:

Northern Operating Services Pvt. Ltd.

Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,

EON Free Zone - II

Survey No 72/2/3, Kharadi,

Malangalpet, India.

Main - +91(20) 48538200



**NORTHERN  
TRUST**

Probation & Notice Periods	The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern Operating Services Private Limited will be considered to have been successfully
	completed after of six months or you will be advised in writing, if the Company decides to extend your probationary period. During your probationary period, initially of six months or any extended length of time, your notice entitlement will be one week, to be given by either party, prior to termination of the appointment. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 prior to termination of the appointment.



Regd. Off:  
Northern Operating Services Pvt. Ltd.,  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Banjara Outer Ring Road  
Bangalore, 560 103,  
Phone - 411 014, Main - +91 (80) 4037 8500  
CIN - U72300KA2005PT0048069

EON Khavadi Infrastructure Pvt. Ltd. - SEZ, Karnataka, India.  
Maharashtra, India

SEZ Unit.  
Northern Operating Services Pvt. Ltd.  
Tower A, 15<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
Survey No. 72/2/1, Khavadi,  
Main - +91(20) 48538300



Date: 09-March-2022

### Letter of Intent

Dear Keerthana N,

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with Northern Operating Services Private Limited ("Northern") as "Analyst I", in our Bangalore office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

Date Of Joining	Will be Confirmed by HR as appropriate date approaches.
Salary	Your Annual Fixed Pay will be ₹ 346,987 payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
Retirals	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
Benefits	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"> <li>Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li> <li>Private Health Insurance for self, spouse, children and either of parents or parents in law;</li> <li>Accident insurance and</li> <li>Life assurance</li> </ul>
Conditional Offer	Your appointment as "Analyst I" with Northern is conditional upon: <ol style="list-style-type: none"> <li>You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li> <li>Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li> </ol>









	<ol style="list-style-type: none"> <li>3. Receipt of written references;</li> <li>4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.);</li> <li>5. You are not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern;</li> <li>6. Your providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, nonhire agreements, and other restrictive contracts you may have entered into with former employers.</li> <li>7. Achieving and maintaining an acceptable standard for compliance purposes;</li> <li>8. Written acceptance of this letter of Intent.</li> </ol>
Working Hours & Leave	<p>Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'Northern Trust India Employee Handbook'. Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.</p>



1

2

Flagd Off.  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, Bhairi Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Phone - 411 014, Mgrs. +91 (80) 4017 4500  
CIN U72300KA2005PTC043089

ECM Road Infrastructure Pvt. Ltd. SEZ, Kharadi, India.  
Maharashtra, India.

SEZ Unit  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone-II,  
Survey No. 72/2/L, Kharadi,  
Main - +91(20) 48538200



### Salary Break up Annexure

Name: Keerthana N

Date: 09-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
Sub Total	₹ 26,987
Annual Fixed Pay (TFP + Retirals)	₹ 306,987
Monthly Gross	₹ 23,333

### **Northern Operating Services Private Limited**

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*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Keerthana N , kavayashreeraghav@gmail.com Start

Date: Will be Confirmed by HR as appropriate date approaches.



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7)

1)

Regd Off.  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Easpace, Campus IC,  
Sarjapur Outer Ring Road  
Bangalore, 560 103.  
Phone - 411 014, Main - +91 (80) 4017 8500  
CIN - U71300KA2005PT0048089

EON Kharadi Infrastructure Pvt. Ltd. - SEZ, Karnataka, India.  
Maharashtra, India.

SEZ Unit.  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
Survey No.72/2/1, Kharadi,  
Main - +91(20) 48538200



Probation & Notice Periods	The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern Operating Services Private Limited will be considered to have been successfully
	completed after of six months or you will be advised in writing, if the Company decides to extend your probationary period. During your probationary period, initially of six months or any extended length of time, your notice entitlement will be one week, to be given by either party, prior to termination of the appointment. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 prior to termination of the appointment



1

2

3



Regd. Off:

Northern Operating Services Pvt. Ltd.

2<sup>nd</sup> Floor, 104/2 Ecospace, Campus 1C,

Sarjapur Outer Ring Road

Bangalore, 560 103,

Pune - 411 014, Maharashtra - 4017 3500

Cin - U72300KA2005PTC043089

CO# Kharadi Infrastructure Pvt. Ltd. SEZ, Karnataka, India.

Maharashtra, India.

SEZ Unit:

Northern Operating Services Pvt. Ltd.

Block A, 11<sup>th</sup> to 16<sup>th</sup> floor.

CO# Free Zone II,

Survey No.71/2/1, Kharadi,

Mah - 411020/4830200



**NORTHERN  
TRUST**

	<ol style="list-style-type: none"><li>3. Receipt of written references;</li><li>4. Your eligibility to work in India. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commences.);</li><li>5. You are not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern;</li><li>6. Your providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, nonhire agreements, and other restrictive contracts you may have entered into with former employers.</li><li>7. Achieving and maintaining an acceptable standard for compliance purposes;</li><li>8. Written acceptance of this letter of intent.</li></ol>
<b>Working Hours &amp; Leave</b>	<p>Your working hours and annual Leave shall be as per Northern policy and is detailed in the 'Statement of Terms of Employment' and 'Northern Trust India Employee Handbook'. Your actual working hours will be advised by your manager and will not ordinarily exceed 40 hours a week. Please note that your login time may vary according to business needs, including modifications during daylight savings time. The 40hour work week does not include an additional one-hour lunch break to which employees are entitled each workday. You may be required to work a shift pattern 5 days a week. In working a shift pattern you may also be required to work a night shift. Your hours of work may be subject to variation, depending on the schedule operated by your department which you will be notified of, from time to time, in writing. Subject to the shift pattern you work, you may be eligible for a shift allowance which you will be notified about as well. You should note that your entitlement to paid holiday and shift allowance may increase or decrease in the event that your pattern of work is altered. Employees may be required to work overtime. In such a case they will be compensated as per the provisions in the law.</p>





Ragd Off.  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Complex, Campus 1C,  
Sarpaper Outer Ring Road  
Bangalore, 560 103.  
Phone – 411 014, Mobile : +91 (80) 4017 8500  
CIN :- U72300KA2005PTCO48089

[Off Khargadi Infrastructure Pvt. Ltd. SEZ, Karpasaka, India

Maharashtra, India.

SEZ Unit.  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
Survey No.72/2/3, Khargadi,  
Main : +91(20) 48536200



### Salary Break up Annexure

Name: Devika B

Date: 09-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
Sub Total	₹ 26,987
Annual Fixed Pay (TFP + Retirals)	₹ 306,987
Monthly Gross	₹ 25,583

### **Northern Operating Services Private Limited**

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*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Devika B , kavyashreeraghav@gmail.com Start Date:

Will be Confirmed by HR as appropriate date approaches.



Regd. Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, Rajd Euspace, Campus 1C,  
Serjapur Outer Ring Road  
Bangalore, 560 103,  
Pune - 411 014, M/pn - 191 (80) 4017 4500  
CIN - U72300KA2005PTC048080

COO Kharadi Infrastructure Pvt. Ltd - IEE, Karnataka, India.  
Mysore, India

IEZ, Jali:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
Survey No.72/2/1, Kharadi,  
Mun - 411(10) 4853B200



Probation & Notice Periods	The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern Operating Services Private Limited will be considered to have been successfully
	completed after of six months or you will be advised in writing, if the Company decides to extend your probationary period. During your probationary period, initially of six months or any extended length of time, your notice entitlement will be one week, to be given by either party, prior to termination of the appointment. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 prior to termination of the appointment



Head Office:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, BHZ Exospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Phone - 411 014, Mobile - +91 (80) 4017 8300  
CRM - U72303KA20C591C040059

EOH Khavadi Infrastructure Pvt. Ltd. - SEZ, Kamatake, India  
Maharashtra, India,

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
Survey No. 92/2/1, Khavadi,  
Main - +91 (20) 48538200



Date: 09-March-2022

### Letter of Intent

Dear Chaitra GR,

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with **Northern Operating Services Private Limited** ("Northern") as "Analyst I", in our Bangalore office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

<b>Date Of Joining</b>	Will be Confirmed by HR as appropriate date approaches.
<b>Salary</b>	Your Annual Fixed Pay will be ₹ 306,987 payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure
<b>Retirals</b>	You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.
<b>Benefits</b>	You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"> <li>Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li> <li>Private Health Insurance for self, spouse, children and either of parents or parents in law;</li> <li>Accident insurance and</li> <li>Life assurance</li> </ul>
<b>Conditional Offer</b>	Your appointment as "Analyst I" with Northern is conditional upon: <ol style="list-style-type: none"> <li>You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li> <li>Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li> </ol>





	<ol style="list-style-type: none"> <li>3. Receipt of written references;</li> <li>4. Your eligibility to work in India. (Under Indian Immigration laws, foreign nationals must have appropriate employment visas before their employment commences.);</li> <li>5. You are not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern;</li> <li>6. Your providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, nonhire agreements, and other restrictive contracts you may have entered into with former employers.</li> <li>7. Achieving and maintaining an acceptable standard for compliance purposes;</li> <li>8. Written acceptance of this letter of Intent.</li> </ol>
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Regd Off.  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RM/2 Easpace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore. 560 203,  
Pune 411 014, Main - 191 (00) 4017 9500  
CN U71300KA2005PTC048080

[ON Khara Infrastructure Pvt. Ltd. - SEZ, Karnataka, India.  
Maharashtra, India.

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Lower A, 13<sup>th</sup> to 16<sup>th</sup> floor,  
Off Free Zone B,  
Survey No.72/2/1, KharaH,  
Maha - 491(20) 48538200



Probation & Notice Periods	The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern Operating Services Private Limited will be considered to have been successfully
	completed after of six months or you will be advised in writing, if the Company decides to extend your probationary period. During your probationary period, initially of six months or any extended length of time, your notice entitlement will be one week, to be given by either party, prior to termination of the appointment. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 prior to termination of the appointment



Regd. Off  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, 10th Ewing Road, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 100,  
Pune - 411 014, Main - 191 (90) 4017 8500  
CIN - U72300KA2005PTC340389

COO Kalyani Infrastructure Pvt. Ltd. - SEZ, Karnataka, India.

Maharashtra, India.

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 12<sup>th</sup> to 16<sup>th</sup> Floor,  
EDF Free Zone - I,  
Survey No. 77/1/1, Kharod,  
Mpan +91(20) 43538200



### Salary Break up Annexure

Name: Chaithra GR

Date: 09-March-2022

Salary Component	Amount
Basic	₹ 112,000
House Rent Allowance	₹ 44,800
Flexible Cash Component	₹ 123,200
Total Fixed Pay (TFP)	₹ 280,000
<b>Retirals</b>	
Employer's contribution to PF	₹ 21,600
Gratuity	₹ 5,387
Sub Total	₹ 26,987
Annual Fixed Pay (TFP + Retirals)	₹ 306,987
Monthly Gross	₹ 23,333

#### **Northern Operating Services Private Limited**

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My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Chaithra GR , kavyashreeraghav@gmail.com Start

Date: Will be Confirmed by HR as appropriate date approaches.





675, 9th Main Road (Opp to HDFC Bank)  
Sector 7, HSR Layout Bangalore - 560068

OL No: AM3595

Date : 15 July 2023

Dear Pallavi R ,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12 September 2023**

**Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)**

**On the Job Training Start Date: 22 September 2023**

**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 20000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor
- The stipend cycle will start along with your OT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)



**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards. <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy
5.	Bank Account Details. Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)



**OL No: AM3574****Date : 15 July 2023****Dear Sowmya M,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **12 September 2023**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with **ACADEMOR**:

**Date of Joining : 12 September 2023****Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)****On the Job Training Start Date: 12 September 2023****On the Job Training End Date: 21 March 2024****Location of Training: Bangalore****Stipend: INR 15000 Per Month****Incentives : INR 10000****Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of **4 to 6.5 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **12 September 2023**.

**SIGNATURE: \_\_\_\_\_****DATE: \_\_\_\_\_****(Candidate's Signature)**

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence, and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

**ANNEXURE**

<b>Sl. No</b>	<b>Particulars</b>
<b>1.</b>	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination,</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
<b>2.</b>	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
<b>3.</b>	<b>COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS</b>
<b>4.</b>	PAN Card, Voter ID or Driving Licence Scanned Copy.
<b>5.</b>	Bank Account Details, Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
<b>6.</b>	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government Issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



OL No: AM3574

Date : 15 July 2023

**Dear Shreema**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12 September 2023****Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)****On the Job Training Start Date: 22 September 2023****On the Job Training End Date: 21 March 2024****Location of Training: Bangalore****Stipend: INR 15000 Per Month****Incentives : INR 10000****Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



G/11, 11th Floor, Road 10, K/10, 10th Floor,  
K/10, 10th Floor, Road 10, K/10, 10th Floor,

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management terms.
- The acceptance of this offer also shows your enthusiasm to work on a 9-hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your normal period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



OL No: AM3574

Date : 15 July 2023

Dear Chaithanya

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 12 September 2023

Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)

On the Job Training Start Date: 22 September 2023

On the Job Training End Date: 21 March 2024

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



47/15, 11/15/2015 10:00 AM (C) Copyright 2015 Academor  
12000 W 7, 10300 Copyright 2015/10/15/2015

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off, (depending on situations we might ask you to stay for sometime extra after your regular period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes: 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to existing pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: AM3574

Date: 15 July 2023

Dear Preetika R

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with **ACADEMOR**:

**Date of Joining: 12 September 2023**

**Training Period: 12 September 2023 to 21 September 2023 - (Unpaid)**

**On the Job Training Start Date: 22 September 2023**

**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives: INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

**SIGNATURE:** \_\_\_\_\_  
(Candidate's Signature)

**DATE:** \_\_\_\_\_



15/11, 15th Floor Road 8, Highway 100-45 (km)  
Slovakia 210001, my own telephone number: 100000

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your legant period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes: 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OIT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: AM3574

Date : 15 July 2023

Dear Meghana G

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12 September 2023**

**Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)**

**On the Job Training Start Date: 22 September 2023**

**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



02/16, with Minor (Rund 10) (p. 100) (100-100) (100-100)  
02/16, with Minor (Rund 10) (p. 100) (100-100) (100-100)

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence and in compliance with the minimum legal standards.
- The acceptance of this offer also shows your enthusiasm to work on a 9-hour shift from 14:00 to 22:00 (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logant period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes: 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your O/T.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: AM13574

Date : 15 July 2023

Dear Swarna Jyothi U

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with **ACADEMOR**:

**Date of Joining : 12 September 2023**

**Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)**

**On the Job Training Start Date: 22 September 2023**

**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]



**Academor**

02/26/2018 10:00 AM  
02/26/2018 10:00 AM

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including break). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month salary and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	<b>COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS</b>
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_



01. No: AM3574

Date : 15 July 2023

**Dear Manmatha RN**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an Academic Counsellor and you will be reporting to the office on **12 September 2023**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with **ACADEMOR**:

**Date of Joining : 12 September 2023****Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)****On the Job Training Start Date: 22 September 2023****On the Job Training End Date: 21 March 2024****Location of Training: Bangalore****Stipend: INR 15000 Per Month****Incentives : INR 10000****Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 4.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

**SIGNATURE:** \_\_\_\_\_  
(Candidate's Signature)

**DATE:** \_\_\_\_\_



11/15/2011 10:00 AM (10/15/2011 10:00 AM)  
Section 2: 10/15/2011 10:00 AM (10/15/2011 10:00 AM)

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work as a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes: 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month salary and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



G75, 0th Main Road (Opp to HDFC Bank)  
Sector 7, HSR Layout Bengaluru - 560084

OL No: AM3574

Date : 15 July 2023

Dear Lalitha Rebiya S

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12 September 2023**

**Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)**

**On the Job Training Start Date: 22 September 2023**

**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

hr@academor.com  
+91 8310181740



112/16, 11th Main Road (Opp to) HCC, HCC  
Simmer ZIREE Layout, Bangalore - 560031

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your commitment to work on a 9 hour shift from 21:00 to 04:00 (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your agreed period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes: 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: AM3574

Date: 15 July 2023

Dear Vidhyavathi V Karnad

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with **ACADEMOR**:

**Date of Joining: 12 September 2023****Training Period: 12 September 2023 to 21 September 2023 - (Unpaid)****On the Job Training Start Date: 22 September 2023****On the Job Training End Date: 21 March 2024****Location of Training: Bangalore****Stipend: INR 15000 Per Month****Incentives: INR 10000****Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



6/21/2018 10:00 AM (UTC+03:00) Eastern Standard Time  
Session 2: HR & Payroll Administration - 6/21/2018

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9-hour shift from 11 AM to 8 PM (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training course, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your O/T.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



OI, No: AM3574

Date : 15 July 2023

Dear Israth Banu

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12 September 2023**

**Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)**

**On the Job Training Start Date: 22 September 2023**

**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



13715, 14th Main Road (Opp to HDB) - Block  
Number 2, 13715 - Singapore 13715

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your regular period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information received during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of his property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training course, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OFF.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: AM3574

Date : 15 July 2023

Dear Lakshmi Soundarya S

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12 September 2023**

**Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)**

**On the Job Training Start Date: 22 September 2023**

**On the Job Training-End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



G/G, Information Board (top) (of 10) (of 10) (of 10)  
G/G, Information Board (top) (of 10) (of 10) (of 10)

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 7 am to 4pm (including breaks). You will be entitled to one day weekly OT, (1) depending on situations we might ask you to stay for sometime extra after your layout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



G75, 9th Main Road (Opp to HDB)  
Sector 7, HSR Layout Bengaluru -

OL No: AMJ574

Date : 15 July 2023

Dear SURYA S

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 12 September 2023

Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)

On the Job Training Start Date: 22 September 2023

On the Job Training End Date: 21 March 2024

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

hr@academor.com  
+918310181740



4571, 10th Main Road (Opp to IIT-Bombay)  
Sector 7, ECHE Open, Mumbai - 400075

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on students we might ask you to stay for sometime extra after your logoff period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OFF.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: AM3574

Date : 15 July 2023

Dear Navya R

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12 September 2023**

**Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)**

**On the Job Training Start Date: 22 September 2023**

**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

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**Academor**

10/20, this document is subject to HR-02 (Form 10/20) and HR-03 (Form 10/20) and HR-04 (Form 10/20)

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes: • 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	CCX FOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



OL No: AM3574

Date : 15 July 2023

Dear Pavithra M D

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12 September 2023****Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)****On the Job Training Start Date: 22 September 2023****On the Job Training End Date: 21 March 2024****Location of Training: Bangalore****Stipend: INR 15000 Per Month****Incentives : INR 10000****Target: 20000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



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OI, No: AA13574

Date : 15 July 2023

Dear MEENAKSHI

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12 September 2023**

**Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)**

**On the Job Training Start Date: 22 September 2023**

**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence, and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 AM to 8PM (including breaks). You will be entitled to one day weekly off, (Depending on situations we might ask you to stay for sometime extra after your layout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: AM3574

Date : 15 July 2023

**Dear Subhashini R**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12 September 2023****Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)****On the Job Training Start Date: 22 September 2023****On the Job Training End Date: 21 March 2024****Location of Training: Bangalore****Stipend: INR 15000 Per Month****Incentives : INR 10000****Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 4.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

**SIGNATURE:** \_\_\_\_\_  
(Candidate's Signature)

**DATE:** \_\_\_\_\_



GATE 10th Main Board (Open to F.H.E.C. Board)  
Director Z. F.H.E.C. Open Board (14070)

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence, and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logon period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your O.T.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



OE No: AM3574

Date: 15 July 2023

Dear Sushmitha T K

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining: 12 September 2023**

**Training Period: 12 September 2023 to 21 September 2023 - (Unpaid)**

**On the Job Training Start Date: 22 September 2023**

**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives: INR 10000**

**Target: 20000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence, and in compliance with the management needs.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes: 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your O/T.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: AAE3574

Date : 15 July 2023

Dear Kavya

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with **ACADEMOR**:

**Date of Joining : 12 September 2023**

**Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)**

**On the Job Training Start Date: 22 September 2023**

**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



12/13, 5th Floor Room 503pp 1st Floor 12/13  
Sector 2, HSEI | nyong, bangladesh | 12/13

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift (from 11 am to 8pm including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to seeking pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: ADU574

Date : 15 July 2023

D Dear Sindhuiree A

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12 September 2023**

**Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)**

**On the Job Training Start Date: 22 September 2023**

**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 4.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



**Academor**

15/11/2018, 11:11 AM  
Candidate's Name: [Redacted]  
Candidate's ID: [Redacted]

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with care and diligence; and in compliance with the management orders.
- The acceptance of this offer also shows your enthusiasm to work on a 9-hour shift (from 11 am to 7 pm) (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logistic period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you will be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information shared during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for further its development.
- Post successful completion of the Training tenure, you will be proceed to awaiting pre-placement offer from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

**Academor**

675, 9th Main Road (Opp to HDFC Bank)  
Sector 7, HSR Layout Bengaluru - 560068

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination,</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)





OL No: AMJ574

Date : 15 July 2023

Dear Likhitha L,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12 September 2023****Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)****On the Job Training Start Date: 22 September 2023****On the Job Training End Date: 21 March 2024****Location of Training: Bangalore****Stipend: INR 15000 Per Month****Incentives : INR 10000****Target: 200000 INR per month.**

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I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]



**Academor**

0725, still photo record (copy to 110-011 bank)  
Sector 2, Page Layout (document) - 1/1/2011

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your regular period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training course, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	<b>CNLOUR SCANNED COPY OF YOUR PHOTOGRAPHS</b>
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_



OL No: AM3574

Date : 15 July 2023

Dear Neha Kumar M

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12 September 2023****Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)****On the Job Training Start Date: 22 September 2023****On the Job Training End Date: 21 March 2024****Location of Training: Bangalore****Stipend: INR 15000 Per Month****Incentives : INR 10000****Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



15/11/2011 10:00:00 AM  
Academor 2.1.0.11

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with diligence and in compliance with the management means.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am (including breaks). You will be entitled to one day weekly off. (Depending on situations we might stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow company's resignation procedures.
  - Resignation procedure includes: 1 month of notice period. In case, you won't be able to give notice period you would be required to pay a compensation equal to 1 month stipend and you will be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information during the course of your employment shall remain confidential and you shall refrain from using it for own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both your own and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offer from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination,</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report.

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

)

)



Ol. No: AM3574

Date : 15 July 2023

D. Dear Sushmitha MN

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12 September 2023**

**Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)**

**On the Job Training Start Date: 22 September 2023**

**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8 pm (including breaks). You will be entitled to one day weekly off, (Depending on situations we might ask you to stay for sometime extra after your regular period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to do so by the company's resignation procedures.
  - Resignation procedure includes: 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OIT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



**Academor**

375, 9th Main Road (Opp to HDFC Bank)  
Sector 7, HSR Layout, Bengaluru - 560068

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

hr@academor.com  
+91 8310181740



OL No: AM3574

Date : 15 July 2023

D. Dear Meghana R

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



0715, 0115 Minu Board (Copy to HR) - 0115  
0715, 0115 Layout (Copy to HR) - 0115

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your regular period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period, in case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information received during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OIT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

hr@academor.com  
+91 8310181740



# Academor

675, 9th Main Road (Opp to HDFC)  
Sector 7, HSR Layout Bangalore - 56

## ANNEXURE

Sr. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)





OL No: AM3574

Date : 15 July 2023

D Dear NEERAJA

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12 September 2023****Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)****On the Job Training Start Date: 22 September 2023****On the Job Training End Date: 21 March 2024****Location of Training: Bangalore****Stipend: INR 15000 Per Month****Incentives : INR 10000****Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your regular period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to existing pre-placement offers from Academor.
- The stipend cycle will start along with your OIT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

**Academor**

G75, 9th Main Road (Opp to HDFC Bank)  
Sector 7, HSR Layout Bengaluru - 56006

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent.</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

7)

8)

9)

OL No: AM3574

Date : 15 July 2023

D Dear Suchithra TR

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence, and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9-hour shift from 11 am to 7 pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to work for sometime extra after your regular period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes: 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you will be relieved from the company.
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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

**ANNEXURE**

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1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent.</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
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4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account number, IFSC Code
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

)

,



OL No: AM3574

Date : 15 July 2023

**Dear GUNASHREE BG**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



6775, 0113, Mulu (Road 2) 34010 11100 (Thailand)  
Sanctor / 11311 (United Kingdom) - 0120303

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes: 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL Num AM3574

Date : 15 July 2023

Dear A. JILANSI BROWNLY

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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**Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)**

**On the Job Training Start Date: 22 September 2023**

**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



6/21, 01h Made Head (Opps to HR) - And  
Section 7, 101h Layout (Opps to HR) - 6/21/21

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with diligence and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes: 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically saved information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training course, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: AM3574

Date : 15 July 2023

Dear PAVITHRA R

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12 September 2023**

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**On the Job Training Start Date: 22 September 2023**

**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



67/6, 5th Floor, Road 6, Opp to M-47 Bus  
Station, 7, 1st Floor, Thangajon - Madurai

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your eagerness to work on a 9 hour shift from 11 am to 8 pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
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- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
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- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: AM3574

Date : 15 July 2023

Dear NOOR SABA

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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**Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)**

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**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



6/2/2025, 10:16 AM - 10:16 AM  
Academor - 10/16/2025

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your willingness to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situation we might ask you to stay for sometime extra after your regular period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes: 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
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- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_





875, 9th Main Road (Opp to HDFC Bank)  
Sector 7, HSI Layout Bengaluru - 560091

OL No: AM3574

Date : 15 July 2023

Dear MONIKA R,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 12-September 2023**

**Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)**

**On the Job Training Start Date: 22 September 2023**

**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

hr@academor.com  
+918310181740



15/16, 11th Main Road, Computer Block, Bunk  
Sector 7, IITR Layout, Kogalambadi - 600007

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9-hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
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- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training course, you will be joined to exciting pre-placement officer from Academor.
- The stipend cycle will start along with your OIT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: AM3574

Date : 15 July 2023

Dear SHUBHA M

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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**On the Job Training Start Date: 22 September 2023**

**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



13/11/2018 10:00:00 AM  
13/11/2018 10:00:00 AM

### Training Policy

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- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: AM3574

Date : 15 July 2023

**Dear CHITRA V**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

**SIGNATURE:** \_\_\_\_\_  
(Candidate's Signature)

**DATE:** \_\_\_\_\_



4720, Oshkosh Road (Opp to IIT-Delhi)  
Sector 2, Gurgaon (Haryana) - 122001

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your endorsement to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your regular period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
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- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training course, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL Ref: AM3574

Date: 15 July 2023

**Dear RAKSRITHA R**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor and will report on 12 September 2023.

**SIGNATURE:** \_\_\_\_\_  
(Candidate's Signature)

**DATE:** \_\_\_\_\_



OFFICE: 01153 461616 and 01153 461617  
LOCATION: 2, LEBURN LANE, LEEDS LS1 3PL

### Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with diligence and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your willingness to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
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- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



OL No: A013574

Date : 15 July 2023

**Dear NETRA MUTTUR**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

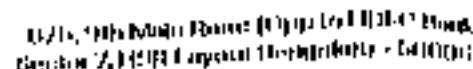
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You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the employment norms.
- The acceptance of this offer also shows your commitment to work on a 9-hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your ingant period)
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- Post successful completion of the Training tenure, you will be prone to accepting pre-placement offers from Academor.
- The stipend cycle will start along with your OIT.

Please indicate your acceptance of this offer by signing below

We at Academic extend a warm welcome to you and look forward to a mutually beneficial experience.

**SIGNATURE:** \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: AM3574

Date : 15 July 2023

Dear SNEHA V

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

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**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



6276, Ste-Madeleine Blvd (Opposite H&M) - Montreal  
Sector 2, L3R 9T1 - Quebec, Canada - Tel: (514) 391-1111

### Training Policy

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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: AM1574

Date : 15 July 2023

Dear SNEHA S RAO

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**Incentives : INR 10000**

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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



Q25, 01/2025 Issue 01 Page 01 of 02-01 (Task)  
Section 2: HRM Layout (Academor - 01/2025)

### Training Policy

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We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: AM3574

Date: 15 July 2023

**Dear AYEESHA**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

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**SIGNATURE:** \_\_\_\_\_  
(Candidate's Signature)

**DATE:** \_\_\_\_\_



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026, 01b March 2011 (01b) (01b) (01b) (01b)

### Training Policy

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- The stipend cycle will start along with your OJT.

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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



OL No: AM3574

Date : 15 July 2023

Dear Kavyashree B

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

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Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 200000 INR per month.

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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



15/11/2018 10:10:10 AM  
15/11/2018 10:10:10 AM

### Training Policy

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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: AM3574

Date : 15 July 2023

Dear Anitha P

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



### Training Policy

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We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

OL Not AM3574

Date : 15 July 2023

Dear CHANDANA H

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

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**On the Job Training End Date: 21 March 2024**

**Location of Training: Bangalore**

**Stipend: INR 15000 Per Month**

**Incentives : INR 10000**

**Target: 200000 INR per month.**

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SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



1521, 15th Main Road (Opp to PAFCC Hall)  
Sector 2, F-1003, Cyber Park, Gurgaon - 122004

### Training Policy

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Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

October 13, 2023

**Ms. Varshitha G**#15 Maruthi Nilaya, CP Layout 2<sup>nd</sup> cross Devinagar near RMV Ext

Opposite to Rakshit Apartment, Bangalore-560094.

**APPOINTMENT LETTER**

- 1 Category of Appointment : Probation for 6 months and the same will be reviewed after 6 months.
- 2 Salary : Your Salary (CTC) Rs. 28,640/- per month. Provident Fund, Income Tax and Professional Tax will be deducted as per the applicable provisions.
- 3 Service Conditions : Your job title will be **Data Entry Operator**.  
  
The Management reserves the right to revise your salary in any manner without adversely affecting your total emoluments. You will be deputed at **Flamen Innovation and Alliance Centre India LLP (FIAC)** you will be reporting to FIAC and working as per the conditions of FIAC. During the period of employment, you will work honestly, diligently.
- 4 Confidentiality : You are expected to maintain utmost confidentiality with regard affairs of the company/client and shall keep confidential any information, documents, instructions etc., relating to the client that may come to your knowledge as an employee of the company and any breach of the same you will be held responsible.
- 5 Place of service and transfer : You will be located at **Bangalore**. It should however, be noted that your services liable for transfer to any other project / division of the company at this or other locations or at the client location any where in the world. Such transfer will not entitle you to any additional monetary benefits. In such case you will be governed by the terms and conditions of service as applicable to the new assignments.
- 6 Timings : Depending upon the timing prevalent in the establishment or establishments where your services are made use of.
- 7 Leave and Holidays : You shall be entitled to leaves as per company rules and holidays as applicable under shops and establishments act.
- 8 Disciplinary & Conflict of Interest :
  - a) Breach of discipline and good actions behavior will attract punitive action such as suspension for a period not exceeding ten days, discharge or dismissal without notice.
  - b) Such action will be taken accordance with and after following the principles of natural justice, or other law for the time being applicable to the establishment of your posting.
  - c) During your tenure with the company you will be abide by the company service rules and conditions of the company and will not in general resort to any activity which will damage / may, damage

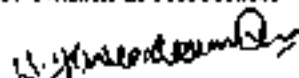
company's reputation / business / business plans.

- d) During your tenure with the company, without a written consent of company, disclose, discuss divulge or make public either orally or in writing or any other means of the company's formulae, Research data, Market data, cost data, literature drawings, plans and records, know-how, names and sources of suppliers, customers and correspondence belonging to the company or relating to its business. You will indemnify the company for any loss or damage either pecuniary or otherwise caused by you, knowingly or unknowingly and the company is at the liberty to terminate your services if we come to know of any violation of this secrecy agreement and withhold payments due to you and also recover the damage from you and the company will be at to proceed legally against you for any relief that it intends to seek at the appropriate courts of law / forums.
- e) It is expressly understood that the Management have a right to suspend you from service pending enquiry into allegation(s) framed or to be framed against you.

- 9 Resignation : 30 working days' notice after confirmation in the services of the company. However management at their discretion may waive off this notice.
- 10 Termination of service : Your employment with us is terminable by either 30 working days' notice or payment of 30 working days in lieu of notice period. However management at their discretion may waive off this notice.
- 11 Retirement : On attaining the age Sixty years.
- 12 Applicability of Appointment Letter : Your appointment shall be applicable w.e.f. October 25, 2023 and you will be reporting to Ms. Sohini Banerjee at ELAC on or before October 25, 2023.

On behalf of the management, I wish you a meaningful and mutually rewarding career on your joining.

Yours Sincerely  
For Nalam & Associates



**Venkat Nalam**  
**Managing Partner**

I have read and understood the aforesaid terms and conditions of appointment and accept the same without any reservations.

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_



Date : 15 July 2023

OL No: AM3574

Dear Hemalatha R Pai

in you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 12 September 2023

Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)

On the Job Training Start Date: 22 September 2023

On the Job Training End Date: 21 March 2024

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 100000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor and will report on 12 September 2023.

SIGNATURE: 

(Candidate's Signature)

DATE: 10/9/2023

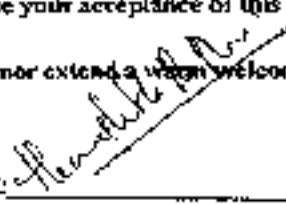


## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE:   
(Candidate's Signature)

DATE: 10/9/2023

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details. Bank Name, Your Name as per Bank records, Account Number, IFSC Code
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: [Signature]  
(Candidate's Signature)

DATE: 10/9/2023





675, 9th Main Road (Opp to HDFC Bank)  
Sector 7, HSR Layout Bengaluru - 560068

Date : 15 July 2023

OL No: AM3574

Dear Varshitha Gangatkar R

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 12 September 2023

Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)

On the Job Training Start Date: 22 September 2023

On the Job Training End Date: 21 March 2024

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 12 September 2023.

SIGNATURE: 

(Candidate's Signature)

DATE: 14/9/2023

hr@academor.com  
+91837018740



## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your Ingoing period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve 1 month notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_


(Candidate's Signature)

DATE: 10/9/2022

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details, Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government Issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE:   
(Candidate's Signature)

DATE: 10/9/2021.

3

4



Date : 14 July 2023

OL No: AM3574

Dear Lakshya A

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Academic Counsellor and you will be reporting to the office on 12 September 2023.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 12 September 2023

Training Period : 12 September 2023 to 21 September 2023 - (Unpaid)

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On the Job Training End Date: 21 March 2024

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6.5 LPA after completion of On the Job Training Period.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor and will report on 12 September 2023.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: 11/9/2023



## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your legoat period)
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
  - Resignation procedure Includes:- 1 month of notice period. In case, you won't be able to serve 1 month notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OFF.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: [Signature]

(Candidate's Signature)

DATE: 11/9/2023

**ANNEXURE**

Sl. No	Particulars
1.	<b>Professional / Educational Certificates and Mark Sheets towards:</b> <ul style="list-style-type: none"><li>• 10th standard or equivalent examination</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	<b>COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS</b>
4.	<b>PAN Card, Voter ID or Driving Licence Scanned Copy.</b>
5.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</b>
6.	<b>Mandatory fully covid vaccinated report</b>

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: 11/9/2023



KOMALA

3400

06-11-2023

Bengaluru

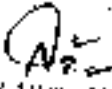
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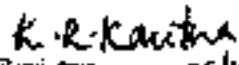
G. Komala.  
No. 12, Govinda Raja

Sub: Appointment for the post of Research Associate/Research Assistant- Field Investigator for ICSSR short term project.

Ref: The proceedings of the meeting held after the interview on 02-11-2023 and approval of Vice Chancellor.

We are pleased to inform you that, you are appointed as Field Investigator for the ICSSR short term project titled "Impact Study on Implementation of National Education Policy - 2020 in the Undergraduate Colleges of Karnataka". He/she will be paid Remuneration as per ICSSR guidelines. The appointment for the said project is for the period of 23 months starting from 06-11-2023. The work involves visiting Colleges/Universities/Institutions for collection of Data, compiling and analysis of collected data, and report writing.

  
06/11/2023  
Prof. Viswas M.  
Project Co-ordinator- ICSSR Project  
Nrupathunga University  
Bengaluru

  
06/11/2023  
Registrar  
Nrupathunga University  
Bengaluru

Dr. K. R. Kavitha  
06/11/2023  
Registrar  
Nrupathunga University  
Bengaluru

7

8

November 02, 2023

**LETTER OF APPOINTMENT**

Ms. Reshma K R  
#72/1,  
Near Bakraveshwara Saw Mill,  
Muneshwaranagara,  
Anchepalya, Vijayanagara,  
Bengaluru - 560073

Dear Ms. Reshma K R,

Molecular Connections Private Limited (the "Company"), along with its subsidiaries and group companies, is pleased to offer you employment on the following terms and conditions:

**1. COMMENCEMENT OF EMPLOYMENT**

- 1.1 You are employed by the Company in the position of **Scientific Analyst** subject to the terms and conditions set forth in this Appointment Letter ("**Letter**"). Your employment with the Company shall commence from **November 08, 2023** and be valid until terminated in accordance with the terms set forth in this Letter (the "**Employment Period**").
- 1.2 Your appointment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application to the Company, your services are liable to be terminated forthwith without any notice or compensation. Your employment in the Company is also contingent upon your ability to work for the Company without any restrictions, i.e., you are not bound by any non-compete obligations or any other restrictive clauses with any of your previous employers.
- 1.3 For joining purposes, you shall report to HR Manager of the Company.

**MOLECULAR CONNECTIONS PVT. LTD.**

Heritage Building, #59/2 Kaderanahalli, 100 Feet Road, Banashankari 2nd Stage, Bangalore – 560 070.

Ph.: 080 2669 0145 | Email: [info@molecularconnections.com](mailto:info@molecularconnections.com) | [www.molecularconnections.com](http://www.molecularconnections.com)

- 1.4 You shall, during the Employment Period, be diligent and loyal and devote your professional skills, time, energies and best efforts to the performance of your duties and responsibilities in the Company.
- 1.5 During the Employment Period, you shall not engage in any other employment, consulting or other business activity (whether full-time or part-time or paid or unpaid) By signing this Letter, you expressly undertake that you have no contractual commitments or other legal obligations that would prevent you from performing your duties towards the Company, in any manner whatsoever. Any charitable work needs prior permission of the company
- 1.6 You will initially be on probation for a period of six (6) months from the actual date of joining. The probation period may be reduced or extended by the Company at its sole discretion depending upon your performance without providing any reasons. You will be on probation until your successful completion of the probationary period is confirmed in writing.
- 1.7 **MINIMUM SERVICE PERIOD** ... You are required to serve the company for a minimum period of 12 months including your probation period. Please note that if you decide to leave the Organization before completing the minimum service period, the Company would be entitled to recover the training expenses of **INR 25000/- (Rupees Twenty Five Thousand only)** including notice pay from you as discussed and mutually agreed at the time of your selection.
- 1.8 Retirement age is 60 (sixty) years. This can be modified based on the company's discretion, subject to legal protection available to the employee/
- 1.9 During your employment if you remain absent for a continuous period of eight (8) days without leave or without obtaining the reporting manager's approval in writing, your employment will be deemed to have been voluntarily terminated by you without notice or salary in lieu thereof.



## **1. SALARY, BONUSES, ETC.**

- 2.1 You will be remunerated for your services as detailed in Annexure A appended to this Letter in accordance with Company's customary payroll procedures. The remuneration shall be reviewed from time to time at the discretion of the Company.
- 2.2 The compensation package will be subject to the usual deductions for tax as required under applicable laws.
- 2.3 The compensation package will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time, as may be relevant under applicable law.
- 2.4 The compensation package set forth in Section 2.1 includes compensation for all services rendered under this Letter.
- 2.5 As a regular employee of the Company, you will be eligible to participate in regular health insurance and other employee benefit plans in accordance with the policies established and maintained by the Company from time to time.

## **3. DUTIES AND OTHER ACTIVITIES**

- 3.1 You shall, in all respects, carry out and use your best endeavors in carrying out the objectives of the Company and protect its interest in all things to the best of your ability and judgment and devote all your time and attention to the business of the Company.
- 3.2 You are not allowed to undertake other work or business-related activities, except with the prior written consent of the Company, irrespective of whether you receive financial compensation for these activities.

## **4. PLACE OF WORK**

- 4.1 Your place of work will be at the Company's office in Bangalore. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company or to any of its parent company, subsidiary, group company, strategic partner/customer, etc. where it may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.

- 4.2 The Company may also require you to complete certain duties or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or enter into an agreement. You may also be required to work at any client premises based in India or overseas, as deemed fit by the Company.

## **5. RULES AND REGULATIONS**

- 5.1 In addition to the terms and conditions of employment specifically stated herein, you undertake to be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.
- 5.2 Your employment shall also be governed by statutory laws enacted by Central or State Government or local authorities, as may be applicable, from time to time.

## **6. COMPLIANCE WITH APPLICABLE LAWS**

- 6.1 You agree to comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to your employment with the Company.
- 6.2 Without limiting the generality of the foregoing, you represent and warrant 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 government official, political party, candidate for political office, or public international organization; 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 government official, political party, candidate for political office, or public international organization, for the purpose of obtaining or retaining any business, or to obtain another unfair advantage, in connection with the Company's business.
- 6.3 By signing this Letter of Appointment, you consent to the terms and conditions of the Company Policy, as maybe modified by the Company from time to time at its sole discretion.

## **7. TERMINATION OF EMPLOYMENT**

- 7.1 At any time during your probation period, the Company may terminate your employment by giving a prior written notice of 30 (thirty) days or salary in lieu thereof.
- 7.2 Upon confirmation of your employment with the Company, the Company may terminate your employment by giving atleast three (3) months prior notice in writing or payment in lieu of such notice. In the event you desire to terminate your employment with the Company, you shall have to give a prior written notice of three (3) months to the Company. Company reserves right not to accept Notice amount money in lieu of notice period due to business reasons.
- 7.3 In case you do not serve the complete notice period as required by the Company, then the Company will be under no obligation to issue the relieving documents to you or undertake any other relieving formalities.
- 7.4 Your employment with the company may be terminated by the Company without notice or payment in lieu thereof, in case of breach or non-compliance of the terms, conditions or stipulations contained in this Letter, which would be construed as misconduct, or if you are found guilty of any negligence or other misconduct in connection with or affecting the business or affairs of the Company. Termination of your employment for the reasons stated herein would be without prejudice to:
  - 7.4.1 The Company's right to claim the actual damages it has suffered on account of such breach; and
  - 7.4.2 Any other relief to which the Company may be entitled under contract, law or equity.
- 7.5 **Misconduct will include without limitation:**
  - 7.5.1 Habitual absence from service without prior notice in writing and/ or without sufficient cause;

- 7.5.2 Absence from service without prior notice in writing or without sufficient cause for a period of seven (7) days or more and not rejoining service despite reminder(s) from the Company;
- 7.5.3 Participating in and/ or abetting the conduct of a strike in contravention of any law;
- 7.5.4 Causing damage to the reputation or property of the Company;
- 7.5.5 Breach or non-observance of the terms, conditions or stipulations contained in this Letter;
- 7.5.6 Breach of the confidentiality/secretcy provisions set out in the Non Disclosure of Confidential Information and Invention Assignment Agreement.
- 7.5.7 Any criminal or illegal activity breaking laws or any conviction by a court of law
- 7.6 On termination of your employment, the Company shall not have any further liability towards you other than remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.
- 7.7 Immediately upon termination of your employment, you shall return to the Company, all property/ies of the Company heretofore provided to you by the Company, or otherwise in your custody, possession or control.
- 7.8 Notwithstanding any provision of this Letter to the contrary, no termination of your employment for any reason whatsoever, shall in any manner operate to terminate, limit or otherwise affect the Company's ownership of any of the rights, properties, privileges granted to the Company hereunder or under any other agreement executed between you and the Company.
- 7.9 On termination of your employment for any reason whatsoever, you shall fully co-operate and provide all assistance as may be necessary or reasonably required by the Company for handing over your job responsibilities and functions to your successor in a manner that ensures continuity in the administration of the Company's affairs.

7.10 You shall not solicit or take away, directly or indirectly for any reason, any person, entity or business that was, at any time during your employment or at the time of your termination, a customer or prospective customer of the Company or any of its subsidiaries or affiliates.

7.11 You shall not solicit or take away or attempt to solicit or take away, directly or indirectly, any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity.

## 8. GOVERNING LAW AND JURISDICTION

This Letter is governed by and construed in accordance with the laws of India and will be subject to exclusive jurisdiction to the Courts at Bangalore.

## 9. CONFIDENTIALITY

As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions that will be the property of the Company. To protect the interests of the Company, you will be required to sign the Company's standard ***\*Non Disclosure of Confidential Information and Invention Assignment Agreement\**** as a condition of your employment. The Company hereby instructs and directs you not to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have towards any former employer.

During your employment with the Company, you agree to not engage in any employment, business or activity that is in any way competitive with the business or proposed business of the Company. You will disclose to the Company in writing any other gainful employment, business or activity that you are currently associated with or participating in that competes with the business of the Company. You will not assist any other person or organization in competing with the Company or in preparing to engage in competition with the business or proposed business of the Company.

You represent by signing this Letter and/ or the Company's Non Disclosure of Confidential Information and Invention Assignment Agreement and commencement of your employment with the Company, that you will not be violating any agreement currently in place between yourself and current or past employers.

We hope that you will accept our offer to join the Company on the terms of this Letter. You may indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this Letter and returning the signed copy to the Company. Your employment is contingent on successful completion of background and reference checks and starting work with the Company.

#### **10. NON SOLICITATION AND NON COMPETITION**

During the term of your employment and for a period of three (3) years immediately thereafter, you agree not to solicit any employee, consultant, customer, vendor or independent contractor of the Company for yourself or on behalf of any other business enterprise, nor shall you induce any employee, consultant, customer, vendor or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

#### **11. INDEMNIFICATION**

You agree to indemnify the Company and its affiliates/subsidiaries, officers, agents, representatives for any losses or damages sustained by the Company and its affiliates/subsidiaries, officers, agents, representatives, which is caused by or related to your employment in the Company or any breach of any of the provisions contained in this Letter and/ or any other formal agreement executed between you and the Company.

#### **12. GENERAL**

This Letter and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. However, the Company may assign this Letter, in part or whole, upon written notice to you.

No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of Employment shall operate as a waiver of such powers, rights or remedies.

If any provision of this Letter is held by any competent authority to be invalid or unenforceable, the validity of other provisions and the remainder of this Letter shall not be affected.

You shall not make any announcement concerning the 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 Letter and the Non-Disclosure of Confidential Information and Invention Assignment Agreement, are the exclusive and entire understanding between the Company and you relating to the subject matter hereof, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof

Yours Sincerely,  
For Molecular Connections Private Limited

*Jignesh Bhate*  
Name : Jignesh Bhate  
Title : Chief Executive Officer

I have read and hereby accept the terms and conditions of this Letter of Appointment:

Signature: 

Name of the Employee: Reshma K R  
Date: 03/11/2023

**ANNEXURE - A (TOTAL COMPENSATION & BENEFITS)**

NAME	Ms. Reshma K R		
DESIGNATION	Scientific Analyst		
GRADE	7		
LEVEL	2		
EFFECTIVE DATE	November 08, 2023		
	SALARY COMPONENTS	MONTHLY	ANNUAL
A.	FIXED COMPONENTS		
	Basic + DA	15600	187200
	Special Allowance	198	2376
	M Bonus	3120	37440
B.	RETIREMENT BENEFITS		
	PF (Employer contribution)	1800	21600
	Gratuity Contribution	751	9012
C.	OTHER BENEFITS		
	ESIC ( Employer contribution)	615	7380
	MONTHLY CTC ( A+B+C)	22084	
	ANNUAL CTC ( A+B+C)		265000

Your compensation has been structured to facilitate better tax planning and increased savings for you during the financial year. Further, additional employee benefits that you would be eligible for (which are not appearing in the above structure) are explained below:

**(I) Food subsidy:**

The Company would pay for subsidizing the food @ 50% of the cost to be paid by you, if you are availing the lunch supplied at the office cafeteria.

Please Note: MC has tie-up only with ICICI and HDFC banks for the salary disbursement for its employees. So, you are expected to open an account with any of these bank's branch if not having one and notify us with the account details along with a proof of copy of passbook or cheque leaf within 15 days of your joining MC.

Signed By:

*Jignesh Bhate*

Date: November 02, 2023

*Arathi*

*K. R.*



DigiSigner Document ID: c9786c3-d5b4-4a6b-9463-adaabf0ca6aa

### Signer

Email: arathi@molecularconnections.com  
IP Address: 117.213.169.111

### Signature

*Arathi*

Email: jignesh@molecularconnections.com  
IP Address: 2401:4900:62f0:7406:94ae:fd9:cfc2:a027

*Jignesh Bhate*

Email: jignesh@molecularconnections.com  
IP Address: 2401:4900:62f0:7406:94ae:fd9:cfc2:a027

*Jignesh Bhate*

Email: krishma720@gmail.com  
IP Address: 2409:406c:8e0a:ac9:7fb7:39f3:d761:b086



Email: krishma720@gmail.com  
IP Address: 2409:406c:8e0a:ac9:7fb7:39f3:d761:b086



Event	User	Time	IP Address
Upload document	hrtam@molecularconnection s.com	2/11/23 8:49:33 AM EDT	49.43.243.158
Open document	hrtam@molecularconnection s.com	2/11/23 8:49:35 AM EDT	49.43.243.158
Close document	hrtam@molecularconnection s.com	2/11/23 8:50:05 AM EDT	49.43.243.158
Send for signing	hrtam@molecularconnection s.com	2/11/23 8:52:14 AM EDT	49.43.243.158
Open document	arathi@molecularconnections .com	2/11/23 9:21:44 AM EDT	117.213.169.111
Sign document	arathi@molecularconnections .com	2/11/23 9:22:16 AM EDT	117.213.169.111
Close document	arathi@molecularconnections .com	2/11/23 9:22:16 AM EDT	117.213.169.111
Resend for signing	hrtam@molecularconnection s.com	2/11/23 9:47:56 PM EDT	2406:7400:51:4b2a:2841:78bf :845b2d6f
Open document	jignesh@molecularconnection s.com	3/11/23 2:00:27 AM EDT	2401:4900:62f0:7406:94ae:fd 9:cfc2:a027
Sign document	jignesh@molecularconnection s.com	3/11/23 2:00:40 AM EDT	2401:4900:62f0:7406:94ae:fd 9:cfc2:a027
Close document	jignesh@molecularconnection s.com	3/11/23 2:00:40 AM EDT	2401:4900:62f0:7406:94ae:fd 9:cfc2:a027
Open document	krishma720@gmail.com	3/11/23 2:28:51 AM EDT	2409:406c:8e0a:ac9:7fb7:39f 3:d761:b086
Sign document	krishma720@gmail.com	3/11/23 2:31:36 AM EDT	2409:406c:8e0a:ac9:7fb7:39f 3:d761:b086
Close document	krishma720@gmail.com	3/11/23 2:31:36 AM EDT	2409:406c:8e0a:ac9:7fb7:39f 3:d761:b086

PG. ....

November 20, 2023

**LETTER OF APPOINTMENT**

Ms. Bhavana Reddy R  
21/1, Banawadi Main Road,  
Maruthi Sevanagar,  
Bengaluru, Karnataka - 560033

Dear Ms Bhavana Reddy R,

Molecular Connections Private Limited (the "Company"), along with its subsidiaries and group companies, is pleased to offer you employment on the following terms and conditions:

**1. COMMENCEMENT OF EMPLOYMENT**

- 1.1 You are employed by the Company in the position of **Scientific Analyst** subject to the terms and conditions set forth in this Appointment Letter ("**Letter**"). Your employment with the Company shall commence from **November 22, 2023** and be valid until terminated in accordance with the terms set forth in this Letter (the "**Employment Period**").
- 1.2 Your appointment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application to the Company, your services are liable to be terminated forthwith without any notice or compensation. Your employment in the Company is also contingent upon your ability to work for the Company without any restriction/s, i.e., you are not bound by any non-compete obligations or any other restrictive clauses with any of your previous employers.
- 1.3 For joining purposes, you shall report to HR Manager of the Company.

**MOLECULAR CONNECTIONS PVT. LTD.**

Heritage Building, #59/2 Kaderanahalli, 100 Feet Road, Banashankari 2nd Stage, Bangalore - 560 070.  
Ph.: 080 2669 0145 | Email: [info@molecularconnections.com](mailto:info@molecularconnections.com) | [www.molecularconnections.com](http://www.molecularconnections.com)

- 1.4 You shall, during the Employment Period, be diligent and loyal and devote your professional skills, time, energies and best efforts to the performance of your duties and responsibilities in the Company.
- 1.5 During the Employment Period, you shall not engage in any other employment, consulting or other business activity (whether full-time or part-time or paid or unpaid) By signing this Letter, you expressly undertake that you have no contractual commitments or other legal obligations that would prevent you from performing your duties towards the Company, in any manner whatsoever. Any charitable work needs prior permission of the company
- 1.6 You will initially be on probation for a period of six (6) months from the actual date of joining. The probation period may be reduced or extended by the Company at its sole discretion depending upon your performance without providing any reasons. You will be on probation until your successful completion of the probationary period is confirmed in writing.
- 1.7 **MINIMUM SERVICE PERIOD** – You are required to serve the company for a minimum period of 12 months including your probation period. Please note that if you decide to leave the Organization before completing the minimum service period, the Company would be entitled to recover the training expenses of **INR 25000/- (Rupees Twenty Five Thousand only)** including notice pay from you as discussed and mutually agreed at the time of your selection.
- 1.8 Retirement age is 60 (sixty) years. This can be modified based on the company's discretion, subject to legal protection available to the employee/
- 1.9 During your employment if you remain absent for a continuous period of eight (8) days without leave or without obtaining the reporting manager's approval in writing, your employment will be deemed to have been voluntarily terminated by you without notice or salary in lieu thereof.

**1. SALARY, BONUSES, ETC.**

- 2.1 You will be remunerated for your services as detailed in **Annexure A** appended to this Letter in accordance with Company's customary payroll procedures. The remuneration shall be reviewed from time to time at the discretion of the Company.
- 2.2 The compensation package will be subject to the usual deductions for tax as required under applicable laws.
- 2.3 The compensation package will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time, as may be relevant under applicable law.
- 2.4 The compensation package set forth in Section 2.1 includes compensation for all services rendered under this Letter.
- 2.5 As a regular employee of the Company, you will be eligible to participate in regular health insurance and other employee benefit plans in accordance with the policies established and maintained by the Company from time to time.

**3. DUTIES AND OTHER ACTIVITIES**

- 3.1 You shall, in all respects, carry out and use your best endeavors in carrying out the objectives of the Company and protect its interest in all things to the best of your ability and judgment and devote all your time and attention to the business of the Company.
- 3.2 You are not allowed to undertake other work or business-related activities, except with the prior written consent of the Company, irrespective of whether you receive financial compensation for these activities.

**4. PLACE OF WORK**

- 4.1 Your place of work will be at the Company's office in **Bangalore**. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company or to any of its parent company, subsidiary, group company, strategic partner/customer, etc. where it may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.

- 4.2 The Company may also require you to complete certain duties or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or enter into an agreement. You may also be required to work at any client premises based in India or overseas, as deemed fit by the Company.

## **5. RULES AND REGULATIONS**

- 5.1 In addition to the terms and conditions of employment specifically stated herein, you undertake to be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.
- 5.2 Your employment shall also be governed by statutory laws enacted by Central or State Government or local authorities, as may be applicable, from time to time.

## **6. COMPLIANCE WITH APPLICABLE LAWS**

- 6.1 You agree to comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to your employment with the Company.
- 6.2 Without limiting the generality of the foregoing, you represent and warrant 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 government official, political party, candidate for political office, or public international organization; 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 government official, political party, candidate for political office, or public international organization, for the purpose of obtaining or retaining any business, or to obtain another unfair advantage, in connection with the Company's business.
- 6.3 By signing this Letter of Appointment, you consent to the terms and conditions of the Company Policy, as maybe modified by the Company from time to time at its sole discretion.

## **7. TERMINATION OF EMPLOYMENT**

- 7.1 At any time during your probation period, the Company may terminate your employment by giving a prior written notice of 30 (thirty) days or salary in lieu thereof.
- 7.2 Upon confirmation of your employment with the Company, the Company may terminate your employment by giving atleast three (3) months prior notice in writing or payment in lieu of such notice. In the event you desire to terminate your employment with the Company, you shall have to give a prior written notice of three (3) months to the Company. Company reserves right not to accept Notice amount money in lieu of notice period due to business reasons.
- 7.3 In case you do not serve the complete notice period as required by the Company, then the Company will be under no obligation to issue the relieving documents to you or undertake any other relieving formalities.
- 7.4 Your employment with the company may be terminated by the Company without notice or payment in lieu thereof, in case of breach or non-compliance of the terms, conditions or stipulations contained in this Letter, which would be construed as misconduct, or if you are found guilty of any negligence or other misconduct in connection with or affecting the business or affairs of the Company. Termination of your employment for the reasons stated herein would be without prejudice to:
  - 7.4.1 The Company's right to claim the actual damages it has suffered on account of such breach; and
  - 7.4.2 Any other relief to which the Company may be entitled under contract, law or equity.
- 7.5 **Misconduct will include without limitation:**
  - 7.5.1 Habitual absence from service without prior notice in writing and/ or without sufficient cause;

- 7.5.2 Absence from service without prior notice in writing or without sufficient cause for a period of seven (7) days or more and not rejoining service despite reminder(s) from the Company;
- 7.5.3 Participating in and/ or abetting the conduct of a strike in contravention of any law;
- 7.5.4 Causing damage to the reputation or property of the Company;
- 7.5.5 Breach or non-observance of the terms, conditions or stipulations contained in this Letter;
- 7.5.6 Breach of the confidentiality/secretary provisions set out in the Non Disclosure of Confidential Information and Invention Assignment Agreement.
- 7.5.7 Any criminal or illegal activity breaking laws or any conviction by a court of law
- 7.6 On termination of your employment, the Company shall not have any further liability towards you other than remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.
- 7.7 Immediately upon termination of your employment, you shall return to the Company, all property/ies of the Company heretofore provided to you by the Company, or otherwise in your custody, possession or control.
- 7.8 Notwithstanding any provision of this Letter to the contrary, no termination of your employment for any reason whatsoever, shall in any manner operate to terminate, limit or otherwise affect the Company's ownership of any of the rights, properties, privileges granted to the Company hereunder or under any other agreement executed between you and the Company.
- 7.9 On termination of your employment for any reason whatsoever, you shall fully co-operate and provide all assistance as may be necessary or reasonably required by the Company for handing over your job responsibilities and functions to your successor in a manner that ensures continuity in the administration of the Company's affairs.



7.10 You shall not solicit or take away, directly or indirectly for any reason, any person, entity or business that was, at any time during your employment or at the time of your termination, a customer or prospective customer of the Company or any of its subsidiaries or affiliates.

7.11 You shall not solicit or take away or attempt to solicit or take away, directly or indirectly, any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity.

## 8. GOVERNING LAW AND JURISDICTION

This Letter is governed by and construed in accordance with the laws of India and will be subject to exclusive jurisdiction to the Courts at Bangalore.

## 9. CONFIDENTIALITY

As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions that will be the property of the Company. To protect the interests of the Company, you will be required to sign the Company's standard ***'Non Disclosure of Confidential Information and Invention Assignment Agreement'*** as a condition of your employment. The Company hereby instructs and directs you not to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have towards any former employer.

During your employment with the Company, you agree to not engage in any employment, business or activity that is in any way competitive with the business or proposed business of the Company. You will disclose to the Company in writing any other gainful employment, business or activity that you are currently associated with or participating in that competes with the business of the Company. You will not assist any other person or organization in competing with the Company or in preparing to engage in competition with the business or proposed business of the Company.

You represent by signing this Letter and/ or the Company's Non Disclosure of Confidential Information and Invention Assignment Agreement and commencement of your employment with the Company, that you will not be violating any agreement currently in place between yourself and current or past employers.

We hope that you will accept our offer to join the Company on the terms of this Letter. You may indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this Letter and returning the signed copy to the Company. Your employment is contingent on successful completion of background and reference checks and starting work with the Company.

**10. NON SOLICITATION AND NON COMPETITION**

During the term of your employment and for a period of three (3) years immediately thereafter, you agree not to solicit any employee, consultant, customer, vendor or independent contractor of the Company for yourself or on behalf of any other business enterprise, nor shall you induce any employee, consultant, customer, vendor or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

**11. INDEMNIFICATION**

You agree to indemnify the Company and its affiliates/subsidiaries, officers, agents, representatives for any losses or damages sustained by the Company and its affiliates/subsidiaries, officers, agents, representatives, which is caused by or related to your employment in the Company or any breach of any of the provisions contained in this Letter and/ or any other formal agreement executed between you and the Company.

**12. GENERAL**

This Letter and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. However, the Company may assign this Letter, in part or whole, upon written notice to you.

No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of Employment shall operate as a waiver of such powers, rights or remedies.

If any provision of this Letter is held by any competent authority to be invalid or unenforceable, the validity of other provisions and the remainder of this Letter shall not be affected.

You shall not make any announcement concerning the 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 Letter and the Non-Disclosure of Confidential Information and Invention Assignment Agreement, are the exclusive and entire understanding between the Company and you relating to the subject matter hereof, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

Yours Sincerely,  
**For Molecular Connections Private Limited**

*Jignesh Bhate*

**Name : Jignesh Bhate**

**Title : Chief Executive Officer**

I have read and hereby accept the terms and conditions of this Letter of Appointment:

Signature: 

**Name of the Employee: Bhavana Reddy R**

**Date: 21/11/2023**

**ANNEXURE - A (TOTAL COMPENSATION & BENEFITS)**

<b>NAME</b>	<b>Ms. Bhavana Reddy R</b>	
<b>DESIGNATION</b>	<b>Scientific Analyst</b>	
<b>GRADE</b>	<b>7</b>	
<b>LEVEL</b>	<b>2</b>	
<b>EFFECTIVE DATE</b>	<b>November 20, 2023</b>	
	<b>SALARY COMPONENTS</b>	<b>MONTHLY</b>
		<b>ANNUAL</b>
<b>A.</b>	<b>FIXED COMPONENTS</b>	
	Basic + DA	16600
	Special Allowance	198
	M_Bonus	3120
<b>B.</b>	<b>RETIREMENT BENEFITS</b>	
	PF (Employer contribution)	1800
	Gratuity Contribution	751
<b>C.</b>	<b>OTHER BENEFITS</b>	
	ESIC ( Employer contribution)	615
	<b>MONTHLY CTC ( A+B+C)</b>	<b>22084</b>
	<b>ANNUAL CTC ( A+B+C)</b>	<b>265000</b>

Your compensation has been structured to facilitate better tax planning and increased savings for you during the financial year. Further, additional employee benefits that you would be eligible for (which are not appearing in the above structure) are explained below:

**(I) Food subsidy:**

The Company would pay for subsidizing the food @ 50% of the cost to be paid by you, if you are availing the lunch supplied at the office cafeteria.

Please Note: MC has tie-up only with ICICI and HDFC banks for the salary disbursement for its employees. So, you are expected to open an account with any of these bank's branch if not having one and notify us with the account details along with a proof of copy of passbook or cheque leaf within 15 days of your joining MC.

Signed By:

*Gignesh Bhat*

Date: November 20, 2023

*Anathi*

*Bhat*

DigiSigner Document ID: be61de38-c923-43d2-aac6-22b4027d2487

### Signer

Email: arathi@molecularconnections.com  
IP Address: 117.213.165.121

### Signature

*Arathi*

Email: jignesh@molecularconnections.com  
IP Address: 117.99.206.96

*Jignesh Bhate*

Email: jignesh@molecularconnections.com  
IP Address: 117.99.206.96

*Jignesh Bhate*

Email: bhavanareddy030@gmail.com  
IP Address: 2408:408c:9300:a46d:c908:563f:6d8d:fcf9

*Bhavanareddy*

Email: bhavanareddy030@gmail.com  
IP Address: 2408:408c:9300:a46d:c908:563f:6d8d:fcf9

*Bhavanareddy*

Event	User	Time	IP Address
Upload document	hriteam@molecularconnections.com	11/20/23 11:40:28 AM EST	2408:7400:51:9469:c0a8:5bae:7aba:beff
Open document	hriteam@molecularconnections.com	11/20/23 11:43:51 AM EST	2408:7400:51:9469:c0a8:5bae:7aba:beff
Close document	hriteam@molecularconnections.com	11/20/23 11:44:29 AM EST	2408:7400:51:9469:c0a8:5bae:7aba:beff
Send for signing	hriteam@molecularconnections.com	11/20/23 11:47:52 AM EST	2408:7400:51:9469:c0a8:5bae:7aba:beff
Open document	arathi@molecularconnections.com	11/20/23 10:01:58 PM EST	117.213.165.121
Sign document	arathi@molecularconnections.com	11/20/23 10:07:11 PM EST	117.213.165.121
Close document	arathi@molecularconnections.com	11/20/23 10:02:11 PM EST	117.213.165.121
Open document	jignesh@molecularconnections.com	11/20/23 10:23:46 PM EST	117.99.206.96
Sign document	jignesh@molecularconnections.com	11/20/23 10:23:59 PM EST	117.99.206.96
Close document	jignesh@molecularconnections.com	11/20/23 10:23:59 PM EST	117.99.206.96
Open document	bhavanareddy030@gmail.com	11/20/23 10:34:30 PM EST	122.178.13.181
Open document	bhavanareddy030@gmail.com	11/21/23 12:50:56 AM EST	2408:408c:9300:a46d:c2472b0a0
Open document	bhavanareddy030@gmail.com	11/21/23 12:55:39 AM EST	2408:408c:9300:a46d:c908:563f:6d8d:fcf9

Download document	bhavanareddy0300@gmail.com	11/21/23 12:56:51 AM EST	2409:408c:8300:a46d:c908:563f:648d:fcf9
Sign document	bhavanareddy0300@gmail.com	11/21/23 12:57:00 AM EST	2409:408c:8300:a46d:c908:563f:648d:fcf9
Close document	bhavanareddy0300@gmail.com	11/21/23 12:57:00 AM EST	2409:408c:8300:a46d:c908:563f:648d:fcf9

P62

November 02, 2023

**LETTER OF APPOINTMENT**

Ms. Sadvi R T  
No 14,  
SRS Nilaya, 8<sup>th</sup> Cross,  
Kamath Layout,  
Bangalore - 560073

Dear Ms. Sadvi R T,

Molecular Connections Private Limited (the "Company"), along with its subsidiaries and group companies, is pleased to offer you employment on the following terms and conditions:

**1. COMMENCEMENT OF EMPLOYMENT**

- 1.1 You are employed by the Company in the position of **Scientific Analyst** subject to the terms and conditions set forth in this Appointment Letter ("**Letter**"). Your employment with the Company shall commence from **November 08, 2023** and be valid until terminated in accordance with the terms set forth in this Letter (the "**Employment Period**").
- 1.2 Your appointment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application to the Company, your services are liable to be terminated forthwith without any notice or compensation. Your employment in the Company is also contingent upon your ability to work for the Company without any restriction/s, i.e., you are not bound by any non-compete obligations or any other restrictive clauses with any of your previous employers.
- 1.3 For joining purposes, you shall report to HR Manager of the Company.

**MOLECULAR CONNECTIONS PVT. LTD.**

Heritage Building, #59/2 Kaderanahalli, 100 Feet Road, Banashankari 2nd Stage, Bangalore - 560 070.

Ph.: 080 2669 0145 | Email: [info@molecularconnections.com](mailto:info@molecularconnections.com) | [www.molecularconnections.com](http://www.molecularconnections.com)

- 1.4 You shall, during the Employment Period, be diligent and loyal and devote your professional skills, time, energies and best efforts to the performance of your duties and responsibilities in the Company.
- 1.5 During the Employment Period, you shall not engage in any other employment, consulting or other business activity (whether full-time or part-time or paid or unpaid) By signing this Letter, you expressly undertake that you have no contractual commitments or other legal obligations that would prevent you from performing your duties towards the Company, in any manner whatsoever. Any charitable work needs prior permission of the company
- 1.6 You will initially be on probation for a period of six (6) months from the actual date of joining. The probation period may be reduced or extended by the Company at its sole discretion depending upon your performance without providing any reasons. You will be on probation until your successful completion of the probationary period is confirmed in writing.
- 1.7 **MINIMUM SERVICE PERIOD** – You are required to serve the company for a minimum period of 12 months including your probation period. Please note that if you decide to leave the Organization before completing the minimum service period, the Company would be entitled to recover the training expenses of INR 25000/- (Rupees Twenty Five Thousand only) including notice pay from you as discussed and mutually agreed at the time of your selection.
- 1.8 Retirement age is 60 (sixty) years. This can be modified based on the company's discretion, subject to legal protection available to the employee/
- 1.9 During your employment if you remain absent for a continuous period of eight (8) days without leave or without obtaining the reporting manager's approval in writing, your employment will be deemed to have been voluntarily terminated by you without notice or salary in lieu thereof.



## **2. SALARY, BONUSES, ETC.**

- 2.1 You will be remunerated for your services as detailed in Annexure A appended to this Letter in accordance with Company's customary payroll procedures. The remuneration shall be reviewed from time to time at the discretion of the Company.
- 2.2 The compensation package will be subject to the usual deductions for tax as required under applicable laws.
- 2.3 The compensation package will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time, as may be relevant under applicable law.
- 2.4 The compensation package set forth in Section 2.1 includes compensation for all services rendered under this Letter.
- 2.5 As a regular employee of the Company, you will be eligible to participate in regular health insurance and other employee benefit plans in accordance with the policies established and maintained by the Company from time to time.

## **3. DUTIES AND OTHER ACTIVITIES**

- 3.1 You shall, in all respects, carry out and use your best endeavors in carrying out the objectives of the Company and protect its interest in all things to the best of your ability and judgment and devote all your time and attention to the business of the Company.
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## **4. PLACE OF WORK**

- 4.1 Your place of work will be at the Company's office in Bangalore. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company or to any of its parent company, subsidiary, group company, strategic partner/customer, etc. where it may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.

- 4.2 The Company may also require you to complete certain duties or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or enter into an agreement. You may also be required to work at any client premises based in India or overseas, as deemed fit by the Company.

## **5. RULES AND REGULATIONS**

- 5.1 In addition to the terms and conditions of employment specifically stated herein, you undertake to be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.
- 5.2 Your employment shall also be governed by statutory laws enacted by Central or State Government or local authorities, as may be applicable, from time to time.

## **6. COMPLIANCE WITH APPLICABLE LAWS**

- 6.1 You agree to comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to your employment with the Company.
- 6.2 Without limiting the generality of the foregoing, you represent and warrant 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 government official, political party, candidate for political office, or public international organization; 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 government official, political party, candidate for political office, or public international organization, for the purpose of obtaining or retaining any business, or to obtain another unfair advantage, in connection with the Company's business.
- 6.3 By signing this Letter of Appointment, you consent to the terms and conditions of the Company Policy, as maybe modified by the Company from time to time at its sole discretion.

## **7. TERMINATION OF EMPLOYMENT**

- 7.1 At any time during your probation period, the Company may terminate your employment by giving a prior written notice of 30 (thirty) days or salary in lieu thereof.
- 7.2 Upon confirmation of your employment with the Company, the Company may terminate your employment by giving at least three (3) months prior notice in writing or payment in lieu of such notice. In the event you desire to terminate your employment with the Company, you shall have to give a prior written notice of three (3) months to the Company. Company reserves right not to accept Notice amount money in lieu of notice period due to business reasons.
- 7.3 In case you do not serve the complete notice period as required by the Company, then the Company will be under no obligation to issue the relieving documents to you or undertake any other relieving formalities.
- 7.4 Your employment with the company may be terminated by the Company without notice or payment in lieu thereof, in case of breach or non-compliance of the terms, conditions or stipulations contained in this Letter, which would be construed as misconduct, or if you are found guilty of any negligence or other misconduct in connection with or affecting the business or affairs of the Company. Termination of your employment for the reasons stated herein would be without prejudice to:
  - 7.4.1 The Company's right to claim the actual damages it has suffered on account of such breach; and
  - 7.4.2 Any other relief to which the Company may be entitled under contract, law or equity.
- 7.5 **Misconduct will include without limitation:**
  - 7.5.1 Habitual absence from service without prior notice in writing and/ or without sufficient cause;

- 7.5.2 Absence from service without prior notice in writing or without sufficient cause for a period of seven (7) days or more and not rejoining service despite reminder(s) from the Company;
- 7.5.3 Participating in and/ or abetting the conduct of a strike in contravention of any law;
- 7.5.4 Causing damage to the reputation or property of the Company;
- 7.5.5 Breach or non-observance of the terms, conditions or stipulations contained in this Letter;
- 7.5.6 Breach of the confidentiality/secretary provisions set out in the Non Disclosure of Confidential Information and Invention Assignment Agreement.
- 7.5.7 Any criminal or illegal activity breaking laws or any conviction by a court of law
- 7.6 On termination of your employment, the Company shall not have any further liability towards you other than remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.
- 7.7 Immediately upon termination of your employment, you shall return to the Company, all property/ies of the Company heretofore provided to you by the Company, or otherwise in your custody, possession or control.
- 7.8 Notwithstanding any provision of this Letter to the contrary, no termination of your employment for any reason whatsoever, shall in any manner operate to terminate, limit or otherwise affect the Company's ownership of any of the rights, properties, privileges granted to the Company hereunder or under any other agreement executed between you and the Company.
- 7.9 On termination of your employment for any reason whatsoever, you shall fully co-operate and provide all assistance as may be necessary or reasonably required by the Company for handing over your job responsibilities and functions to your successor in a manner that ensures continuity in the administration of the Company's affairs.

7.10 You shall not solicit or take away, directly or indirectly for any reason, any person, entity or business that was, at any time during your employment or at the time of your termination, a customer or prospective customer of the Company or any of its subsidiaries or affiliates.

7.11 You shall not solicit or take away or attempt to solicit or take away, directly or indirectly, any employee of the Company or its subsidiaries or affiliates, either for your own purposes or for any other person or entity.

## 8. GOVERNING LAW AND JURISDICTION

This Letter is governed by and construed in accordance with the laws of India and will be subject to exclusive jurisdiction to the Courts at Bangalore.

## 9. CONFIDENTIALITY

As an employee of the Company, you will have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or inventions that will be the property of the Company. To protect the interests of the Company, you will be required to sign the Company's standard ***"Non Disclosure of Confidential Information and Invention Assignment Agreement"*** as a condition of your employment. The Company hereby instructs and directs you not to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have towards any former employer.

During your employment with the Company, you agree to not engage in any employment, business or activity that is in any way competitive with the business or proposed business of the Company. You will disclose to the Company in writing any other gainful employment, business or activity that you are currently associated with or participating in that competes with the business of the Company. You will not assist any other person or organization in competing with the Company or in preparing to engage in competition with the business or proposed business of the Company.

You represent by signing this Letter and/ or the Company's Non Disclosure of Confidential Information and Invention Assignment Agreement and commencement of your employment with the Company, that you will not be violating any agreement currently in place between yourself and current or past employers.

We hope that you will accept our offer to join the Company on the terms of this Letter. You may indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this Letter and returning the signed copy to the Company. Your employment is contingent on successful completion of background and reference checks and starting work with the Company.

#### **10. NON SOLICITATION AND NON COMPETITION**

During the term of your employment and for a period of three (3) years immediately thereafter, you agree not to solicit any employee, consultant, customer, vendor or independent contractor of the Company for yourself or on behalf of any other business enterprise, nor shall you induce any employee, consultant, customer, vendor or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

#### **11. INDEMNIFICATION**

You agree to indemnify the Company and its affiliates/subsidiaries, officers, agents, representatives for any losses or damages sustained by the Company and its affiliates/subsidiaries, officers, agents, representatives, which is caused by or related to your employment in the Company or any breach of any of the provisions contained in this Letter and/ or any other formal agreement executed between you and the Company.

#### **12. GENERAL**

This Letter and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. However, the Company may assign this Letter, in part or whole, upon written notice to you.

No delay or failure by the Company to exercise any of its powers, rights or remedies under these terms of Employment shall operate as a waiver of such powers, rights or remedies.

If any provision of this Letter is held by any competent authority to be invalid or unenforceable, the validity of other provisions and the remainder of this Letter shall not be affected.

You shall not make any announcement concerning the 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 Letter and the Non-Disclosure of Confidential Information and Invention Assignment Agreement, are the exclusive and entire understanding between the Company and you relating to the subject matter hereof, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

Yours Sincerely,  
For Molecular Connections Private Limited

*Jignesh Bhate*  
Name : Jignesh Bhate  
Title : Chief Executive Officer

I have read and hereby accept the terms and conditions of this Letter of Appointment:

Signature:

Name of the Employee:

Date:

## ANNEXURE - A (TOTAL COMPENSATION &amp; BENEFITS)

Pg

NAME	Ms. Sadvi R T		
DESIGNATION	Scientific Analyst		
GRADE	7		
LEVEL	2		
EFFECTIVE DATE	November 08, 2023		
SALARY COMPONENTS		MONTHLY	ANNUAL
A.	FIXED COMPONENTS		
	Basic + DA	15000	187200
	Spedal Allowance	198	2376
	M Bonus	3120	37440
B.	RETIREMENT BENEFITS		
	PF (Employer contribution)	1800	21600
	Gratuity Contribution	751	9012
C.	OTHER BENEFITS		
	ESIC ( Employer contribution)	615	7380
	MONTHLY CTC ( A+B+C)	22084	
	ANNUAL CTC ( A+B+C)		265000

Your compensation has been structured to facilitate better tax planning and increased savings for you during the financial year. Further, additional employee benefits that you would be eligible for (which are not appearing in the above structure) are explained below:

## (ii) Food subsidy:

The Company would pay for subsidizing the food @ 50% of the cost to be paid by you, if you are availing the lunch supplied at the office cafeteria.

Please Note: MC has tie-up only with ICICI and HDFC banks for the salary disbursement for its employees. So, you are expected to open an account with any of these bank's branch if not having one and notify us with the account details along with a proof of copy of passbook or cheque leaf within 15 days of your joining MC.

Signed By:

*Gignesh Bhate*

Date: November 02, 2023

*Arathi*



Ref: TIFR/NCBS/RA/LS/2023

8<sup>th</sup> November 2023

Ms. Lakshmi Shree  
C/o. Dr. Dimple Notani  
National Centre for Biological Sciences (NCBS)  
Tata Institute of Fundamental Research (TIFR)  
GKVK Post, Bellary Road  
Bangalore - 560 065  
E-mail: lakshmi0724@gmail.com

Dear Ms. Lakshmi Shree,

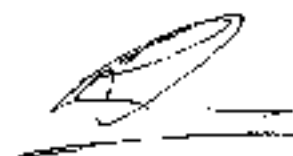
I am writing to offer you a position as **Research Assistant** in the laboratory of **Dr. Dimple Notani** at National Centre for Biological Sciences (NCBS), TIFR, Bangalore. This appointment is for the period **1<sup>st</sup> November 2023 to 30<sup>th</sup> April 2024**. Extension of this appointment is contingent on a favourable review of your performance.

You will be paid a **monthly fellowship of Rs.25,000/-** and a **House Rent Allowance (HRA)** as per norms. Accommodation is not provided with this appointment and terms and conditions are as described in the Annexure to this letter.

Kindly let us know whether you wish to accept the position on the terms stipulated above and if so, report to Academic Office ([acadooffice@ncbs.res.in](mailto:acadooffice@ncbs.res.in)) for other joining formalities.

With best wishes,

Yours sincerely,



Rajesh K. Ladher

## ANNEXURE

### Terms and Conditions

1. Please ensure that you read the new joining instructions attached.
2. You are required to bring your Original Mark sheets/Certificates along with a set of self-attested photo copies of your mark sheets/certificates starting from SSLC onwards at the time of joining.
3. You are required to submit four (4) recent passport size colour photographs at the time of joining.
4. It is mandatory to attend and successfully pass the "Lab safety course" followed by another mandatory session on "Campus Ethics" for activation of your ID card and processing your salary. These sessions are conducted on first Thursday of each month.
5. Your appointment will be subject to your medical fitness as certified by the Centre's Medical Officer.
6. It is mandatory to subscribe to the Group Mediclaim Policy of the Centre from the date of joining the Centre.
7. Leave rules as per the norms of the Institute.
8. Your appointment is temporary and is liable to be terminated without assigning any reason. If you intend to resign, you will be required to give one month's notice period or by payment of one month's emoluments in lieu of notice period.
9. You shall at all times, be required to carry out duties and responsibilities assigned to you by the Institute in compliance with established policies and procedures of the Institute and amendments issued from time to time.

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# SANJANA

No. ADMIN/REG/2023-3  
Date: 03-11-2023

Mrs. Sanjana S Karagani  
FF-112, V6 Golden Mohr Apartment,  
Bannaganahalli Nagar, Jnanabharathi,  
Bangalore-560056  
Ph No : 9289658878

Sir,

Re: Recruitment to the post of "Project Fellow-I".  
Ref: Advertisement No. 07/2023 dated 27.09.2023.

This is in reference to your application for the post of "Project Fellow -I" and interview held on 10.10.2023. In that regard, we are pleased to inform you that you have been selected for the post of "Project Fellow -I" on short term contract basis in this Institute. Accordingly, Offer of Appointment is issued for the said post, on the following terms and conditions:

- |                                      |   |
|--------------------------------------|---|
| 1. Duration of appointment:          | The post is short-term tenure based appointment for Two Years from the date of reporting for duty or Co-Terminus with the Project (whichever is earlier), subject to half yearly review. Your appointment may be terminated at any time by the Institute without assigning any reasons by giving a notice of one month. |
| 2. Salary:                           | During the term of appointment you will be paid a salary of Rs. 25,000/- per month (Twenty Five Thousand only). Please note that you are not entitled to any other allowances/benefits that are eligible to regular employees of IISIRI.  |
| 3. Leave:                            | One day for each completed year is will be eligible. No other employment is permitted.  |
| 4. Notice:                           | You are required to give one month notice or notice period salary in case you prefer to leave the service of the Institute.   |
| 5. Prohibition of double employment: | You shall be the whole-time employee of the Institute and shall not engage yourself in any other work, professional association or employment either temporary or otherwise during the period of your employment without obtaining express permission from the Institute.   |



ASIYA NISA

**FIBROHEAL™**  
WOUND CARE PRIVATE LIMITED

REF: FWPL/NPD/APP/2023-28

11<sup>th</sup> October 2023  
Bangalore

To

Mrs. ASIYA NISA,  
A2, 401 Providence Apartments,  
Chokkimalai Medical Nagar,  
Thandindra, Bangalore - 560064

Dear Mrs.

Subject: Offer letter

With reference to your application for employment in our Company and the subsequent interview you had with us, we are pleased to offer you the role of "Digital Marketing - Associate" in Bangalore with our Company.

We will be offering you a CTC of INR. 3,50,543/- p.a. subject to statutory deductions. A detailed appointment letter will be forwarded along with terms and conditions on the date of joining.

You will be on probation for a period of six months. You will be reporting to the "Marketing Manager". You will be required to join the organization on 11<sup>th</sup> December 2023, after which the letter is valid & void.

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

If the above proposal is acceptable to you, please revert by email confirming the date of joining.

Thanking You,

For Fibroheal Woundcare Pvt Ltd,

Authorized Signatory

Head, Sales & Factory: C-27, 1<sup>st</sup> Floor, Industrial Area, Yalahanka New Town, Bangalore - 560 064, Karnataka, India  
Phone : 91 81-57227666, Fax : 91 80- 28461990, Email: fibroheal@gmail.com, Web: www.fibroheal.com  
CIN NO.: U74900KA2023PTC101985



### 5.2.1 Number of outgoing students who got placement during the year

**Total Number: 146**

Sl.No	Name of student placed with his/her contact details	Programme completed	Name of the employer with contact details	Pay package at the time of appointment
1	Ananya K A	BCOM	Empower	3 LPA
2	Chandana R	BCOM	Empower	3 LPA
3	Laya L	BCOM	Empower	3 LPA
4	Chaitra N	BCOM	Empower	3 LPA
5	M.Neeraja Reddy	BCOM	Empower	3 LPA
6	Harshitha.S	BCOM	Empower	3LPA
7	Preethi	BCOM	Empower	3LPA
8	sakshi Tiwari	BCOM	Empower	3LPA
9	RifaTehreem	BCOM	Empower	3LPA
10	Srinidhi. M	BCOM	Empower	3LPA
11	Natasha Rao	BCOM	Empower	3LPA
12	Varsha S	BCOM	Empower	3LPA
13	Rubenataj	BCOM	Empower	3LPA
14	Aishwarya M	BCOM	Empower	3LPA
15	Sindhu Byravi S	BCOM	Empower	3LPA
16	ShaistaUbed	BCOM	Empower	3LPA
17	Ashwini M	BCOM	Empower	3 LPA
18	Yashashree L	BCOM	Empower	3LPA
19	Chaitra N	BCOM	Empower	3LPA
20	Raksha D V	BCOM	SocieteGenerale	464466 LPA
21	Shreya R	BCOM	SocieteGenerale	464466 LPA
22	Avanthika R	BCOM	societegenerale	464466 LPA
23	Arushi A Singh	BCOM	Moss Adams	6 LPA
24	Saniya Shaikh	BCOM	Moss Adams	6 LPA
25	Nayana K	BCOM	Moss Adams	6 LPA
26	Prakruthi K A	BCOM	Moss Adams	6 LPA
27	Pushpa R	BCOM	Infosys	2.16 LPA
28	jyothika R	BCOM	Infosys	2.16 LPA
29	Harshika.L	BCOM	Infosys	2.16 LPA
30	Bhavya.S	BCOM	Infosys	2.16 LPA
31	Charu R	BCOM	EY	21000 pm
32	Sandhya V	BCOM	EY	21000 pm
33	PrithikaShakthi J	BCOM	EY	21000 pm
34	Poojashree K	BCOM	EY	21000 pm
35	Bhoomika R	BCOM	EY	21000 pm
36	Pavithra P	BCOM	EY	21000 pm
37	Deepthi U	BCOM	Deloitte	382500 CTC
38	Chaithra G R	BCOM	Northern Trust	340000 LPA

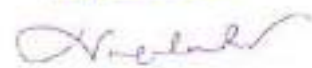
39	Devika B	BCOM	Northern Trust	340000 LPA
40	Keerthana N	BCOM	Northern Trust	340000 LPA
41	Bhavya S	BCOM	Northern Trust	340000 LPA
42	Prathibha D	BCOM	Northern Trust	340000 LPA
43	Jaishree B	BCOM	Northern Trust	340000 LPA
44	Manisha F S	BCOM	Northern Trust	340000 LPA
45	Kalpita Chakraborty	BCOM	Northern Trust	340000 LPA
46	Anjali Yadav	BCOM	Northern Trust	340000 LPA
47	Meghana R	BCOM	Academor	4-6.5LPA
48	Rakshitha R	BCOM	Academor	4-6.5LPA
49	Surya S	BCOM	Academor	4-6.5LPA
50	Netra Muttur	BCOM	Academor	4-6.5LPA
51	Sneha V	BCOM	Academor	4-6.5LPA
52	Gunashree H G	BCOM	Academor	4-6.5LPA
53	A. Jhansi Bhownsly	BCOM	Academor	4-6.5LPA
54	Pavithra R	BCOM	Academor	4-6.5LPA
55	noorsaba	BCOM	Academor	4-6.5LPA
56	Monika R	BCOM	Academor	4-6.5LPA
57	Shubha M	BCOM	Academor	4-6.5LPA
58	Chitra V	BCOM	Academor	4-6.5LPA
59	Sneha S Rao	BCOM	Academor	4-6.5LPA
60	Ayeesha	BCOM	Academor	4-6.5LPA
61	Kavyashree B	BCOM	Academor	4-6.5LPA
62	Anitha P	BCOM	Academor	4-6.5LPA
63	Chandana H	BCOM	Academor	4-6.5LPA
64	Mamatha R N	BCOM	Academor	4-6.5LPA
65	Sheema	BCOM	Academor	4-6.5LPA
66	Chaithanya K	BCOM	Academor	4-6.5LPA
67	Preethika R	BCOM	Academor	4-6.5LPA
68	Meghana G	BCOM	Academor	4-6.5LPA
69	Pavithra M D	BCOM	Academor	4-6.5LPA
70	Meenakshi	BCOM	Academor	4-6.5LPA
71	Shubhashini R	BCOM	Academor	4-6.5LPA
72	Sushmitha T K	BCOM	Academor	4-6.5LPA
73	Kavya	BCOM	Academor	4-6.5LPA
74	LalitaRebiya S	BCOM A & F	Academor	4-6.5LPA
75	Vindyavathi V Karnad	BCOM A & F	Academor	4-6.5LPA
76	IsrathBanu	BCOM A & F	Academor	4-6.5LPA
77	Lakshmi Soundarya S	BCOM	Academor	4-6.5LPA
78	Binduja P	BCOM	ICICI prudential	2.7LPA
79	Manya v	BCOMA & F	ICICI prudential	2.7LPA
80	Lavanya V	BCOM	ICICI prudential	2.7LPA



81	jiyothi A	BCOM	ICICI prudential	2.7LPA
82	Shravani S	BCOM	teachnook	4LPA
83	Sneha S Rao	BCOM	teachnook	4LPA
84	Subhashini B	BCOM	teachnook	4LPA
85	Harini S	BCOM	teachnook	4LPA
86	Jeevika D	BCOM	teachnook	4LPA
87	Manya v	BCOM A & F	BYJU'S	8LPA
88	ZebaAfreem	BBA	Empower	3LPA
89	Benakashree M	BBA	Empower	3LPA
90	Keerthika Jain	BBA	Deloitte	3.82LPA
91	Riya Singh	BBA	Bajaj Allianze	3.5LPA
92	Neha kumari . M	BBA	Academor	4-6.5LPA
93	Suchitra TR	BBA	Academor	4-6.5LPA
94	Sushmitha MN	BBA	Academor	4-6.5LPA
95	Ramya R	BBA	Byju's	5-8LPA
96	Sahana S	BBA	Byju's	5-8LPA
97	Keerthana M	BBA	Byju's	5-8LPA
98	FanusBanu	BBA	Byju's	4-6LPA
99	NEERAJA	BBA	Academor	4-6.5LPA
100	SINDHU REDDY	BBA	BAJAJ Allianze	3.5LPA
101	GousiyasabahHonnalli	BCA	Deloitte	3,82,000
102	Pallavi. S	BCA	SAP	3,00,000
103	Ananya. A. kukanur	BCA	Dell	5,87,430
104	vasukidamodarmoger	BCA	Dell	5,87,430
105	shameembanu	BCA	Mindtree	3.1 LPA
106	sayeedaMeherunnisaMecci	BCA	Mindtree	3.1 LPA
107	Hemalathachappa	BCA	Mindtree	3.1 LPA
108	Anusha. P	BCA	Mindtree	3.1 LPA
109	SwarnaJyothi U	BCA	Academor	4-6.5LPA
110	Sindhushree A	BCA	Academor	4-6.5LPA
111	Pallavi R	BCA	Academor	4-6.5LPA
112	Sowmya M	BCA	Academor	4-6.5LPA
113	Likhitha L	BCA	Academor	4-6.5LPA
114	Navya R	BCA	Academor	4-6.5LPA
115	Tanushree	BCA	ICICI prudential	2.7LPA
116	Bhavana K V	BCA	Teachnook	4LPA
117	Navya R	BCA	Teachnook	4LPA
118	Likhitha L	BCA	Teachnook	4LPA
119	Anushree C	BCA	Teachnook	4LPA
120	Nayana A V	BCA	Teachnook	4LPA
121	Monica V	BCA	Teachnook	4LPA

122	Kruthi Mohan	BCA	Teachnook	4LPA
123	Priya Tiwari	BCA	Teachnook	4LPA
124	Varshitha G	BCA	Teachnook	4LPA
125	Sushmitha D	BCA	Unisys	2.4LPA
126	Nayana AV	BCA	Unisys	2.4LPA
127	Nirmala M	BCA	Unisys	2.4LPA
128	Pooja M	BCA	Unisys	2.4LPA
129	Pooja M	BCA	Wipro	15,000 per month
130	Neha S	BCA	Byjus	4LPA
131	Rupalsinha	BCA	Byjus	4LPA
132	Ramya s	BCA	Arrow	2.4LPA
133	Tanushree	BCA	icici prudential bank	3.5LPA
134	Saniya aiman	BCA	Arrow	2.4LPA
135	Sahana M	BCA	Arrow	2.4LPA
136	Likhitha L	BCA	Byjus	4LPA
137	Varshitha G	BCA	Byjus	4LPA
138	Anushree C	BCA	Byjus	4LPA
139	Asa.S	BCA	Byjus	4LPA
140	BhanuPriya C S	BSc	Teachnook	4LPA
141	FaramdeenFathimey	BA	Mozo Hunt	6LPA
142	Jaya Sharma	BA PJS	Amigos	4LPA
143	Bindu B	BA HES	Arrow	4LPA
144	Likitha A	MCOM	Academor	4-6.5LPA
145	VarshithaGangatkar R	MCOM	Academor	4-6.5LPA
146	Hemalatha R Pai	MCOM	Academor	4-6.5LPA

**ATTESTED**



Principal  
Maharani Lakshmi Ammani College  
for Women, Autonomous  
Science Post, Bangalore - 560 012.

Dear Deekshitha P,

On behalf of **Stack Edutech Pvt. Ltd**, it is with great pleasure that I extend an offer to join our organization as an intern/trainee in **Sales & Marketing**. Your demonstrated talent and commitment to excellence align seamlessly with our company values, and we are confident in our decision that your presence will greatly enhance our team's capabilities.

Internship Details: **Position:** Business Development Associate

- **Department/Team:** Sales & Marketing
- **Duration:** 4 Months
- **Location:** Bangalore/Bengaluru
- **Training Date:** 28-07-24 to 06-08-24
- **OJT Start date:** 07-08-24
- **OJT End date:** 07-12-24

Throughout your internship, you will have the **opportunity** to:

- Work in a **dynamic & inclusive environment** with abundant room for growth.
- Learn under our crew of diverse yet **experienced mentors**.
- Take part in the company's cultural activities and make connections in the industry.

Compensation and Benefits:

- **Stipend:** INR 16000 + 10000 (performance based)
- **PPO: 4 to 6 LPA (Conditional on performance)**
- Access to company domains and confidential company information. (See Terms & Policy) Target:

150000 INR PER MONTH

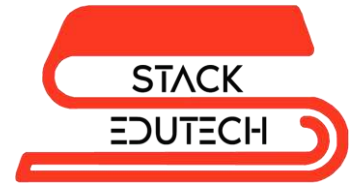
To formalize your acceptance of this offer, **please carefully review and sign** the attached **[Internship Offer Agreement/Contract]** and return it to us within **24 hours** of receiving this letter. Your

**date of joining is 28-07-24**

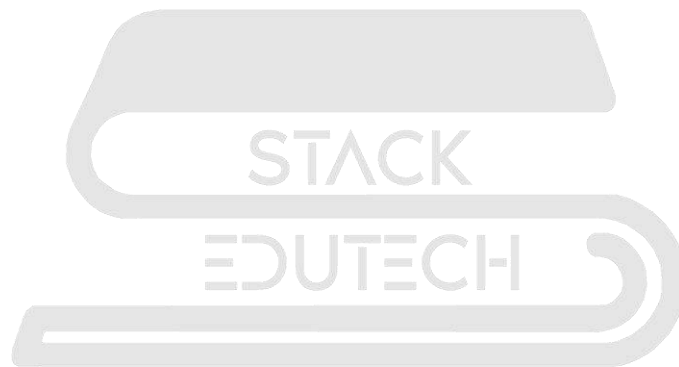
We are enthusiastic about the prospect of you joining our distinguished team and are confident that this internship will be a mutually rewarding experience. Should you have any queries or require further clarification, please do not hesitate to contact our HR team at 7014831228.

**Congratulations on your internship offer!**

We eagerly anticipate your affirmative response and look forward to welcoming you into our ranks.



Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Job Offer Letter and the documents as mentioned below within **1 day(s)** from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of STACK EDUTECH if we do not receive your **“I am accepting this according to the timeline mentioned.”**  
(See Annexure for list of documents)



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


\_\_\_\_\_  
Date



## TERMS & POLICY

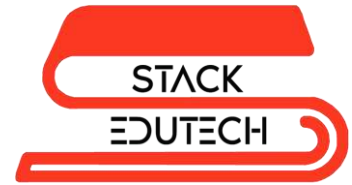
I HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS AND I ACCEPT THIS OFFER, AS SET FORTH ABOVE, WITH STACK EDUTECH, AND WILL REPORT ON OR BEFORE 28<sup>th</sup> JULY 2024.

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason. You are required to give 15 Days' notice should you wish to terminate your training before the end of your tenure.
- At any time if you wish to discontinue the Job due to personal reasons, you will have to pay compensation equal to 1-month Salary.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or disclosing it to anyone.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company email of your manager only.
- Post successful completion of the tenure, the candidate will be prone to performance-based offers by the company.

 +917014831228

 admin@stackedutech.in

 HSR Layout, Sector 7, Bangalore



## Annexure

1. Professional/ Educational Certificates and Mark Sheets towards:

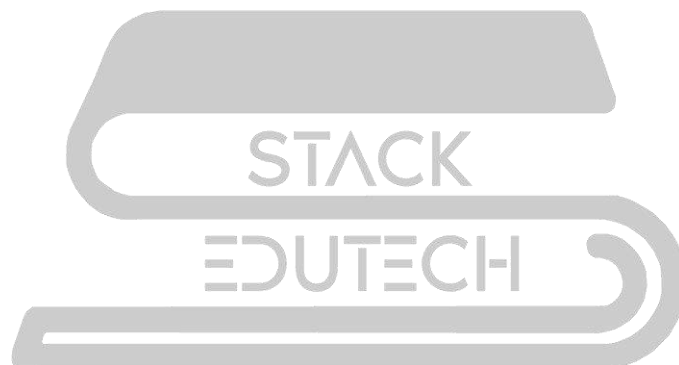
- 10th standard or equivalent examination (Original MS for Verification)
- 12th standard or equivalent examination (Original MS for Verification)
- Graduation
- Post-graduation / Doctorate

Other relevant educational or skill certifications

2. COLOR SCANNED COPY OF YOUR PHOTOGRAPHS

3. PAN Card, Voter ID or Driving License Scanned Copy.

4. Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



 +91 7014831228

 admin@stackedutech.in

 HSR Layout, Sector 7, Bangalore



Dear **Candidate**,                      Congratulations!!

Thank you for your participation in the '**Campus Recruitment Program**'. We are happy of your selection and pleased to offer you an opportunity to join us for the position of Associate Specialist at Great West Global Business Services India Pvt. Ltd ("Great West Global" or "Company"). Your place of work would be Bangalore and the same is subject to change based on the business requirements

Your annual Total Fixed Pay would amount to **INR 300,000** INR. Your bonus reward opportunity will be 8% of your earned Total Fixed Pay. Annual Bonus Program awards are contingent on a variety of factors including individual and Company performance and will be determined by the Company in its sole discretion.

Your employment with Great West Global is contingent upon successful completion of the following conditions:

- A) The Company shall conduct background checks which may include your work history, education details, criminal history, and other information as required by company policy, client requirements and applicable laws as per normal process and procedures.
- B) You are required to complete your current academic course with an aggregate of 50% in the first attempt in the current academic year with no backlogs

Subject to satisfactory completion of the above conditions and at the sole discretion of the Company, you will be formally offered to join Great West Global Business Services India Pvt. Ltd.

Our formal Offer letter for Employment will be handed over to you on or prior to the date of joining. Kindly accept this offer, by signing in the space provided below and return it to us as token of your acceptance. In case of any queries please feel free to contact **Ms. Deepa Sharma on [deepa.sharma@empower.com](mailto:deepa.sharma@empower.com)**

We once again like to congratulate you on your selection and welcome you to Great West Global Business Services India Pvt. Ltd. Family. We look forward to a long and mutually rewarding association.

Sincerely,

For Great West Global Business Services India Pvt. Ltd.

Authorized Signatory

**Name: Harini D**

**Name of the College/Institute:**  
**maharani Lakshmi ammani**  
**college for women autonomous**

**Date: 03/01/2024**

**Signature Harini D:**

**Great West Global Business Services**

**India Private Limited – Serving Empower and Putnam Embassy Tech**  
Village SEZ, 1st Floor, Block 2A Building CIN - U74900KA2014FTC077522  
West Tower, Sarjapur Outer Ring Road Devarabisanahalli,  
Bangalore 560103



## CORPORATE SERVICES INDIA LLP

Nov 29, 2024

Harshitha V  
Bangalore, Karnataka, 562162  
Mobile Number: 7483893997

Dear Harshitha V,

7-Eleven Corporate Services India LLP, henceforth referred to as, 7-Eleven / Organization is pleased to offer you the position of **Finance Associate I at our Bangalore office**.

You are expected to start on the **December 02, 2024**, which will be referred to as your Date of Joining (DoJ) henceforth.

We are offering you a total compensation including performance linked bonus (referred to as 7-Eleven Corporate Incentive Plan) of **INR 510,000**. Your target annual bonus is **INR 22,486** and is subject to terms and conditions of the bonus plan and any adjustment thereof at the sole discretion of the Organization.

*Please refer to Annexure A attached with this letter outlining the break-up of your compensation. Your compensation will be subject to withholdings / deduction of tax at source and provident fund and gratuity following prevailing regulations.*

You are eligible for group medical insurance coverage for hospitalization as per the Organization's policy.

You will be eligible for leave and holidays under the Organization's leave policy. The Organization reserves the right to alter the policy from time to time.

You will be on probation for 90 days from your date of joining the Organization. If not confirmed by the Organization in writing upon completion of 90 days, your probation period shall be deemed to have been extended further. Completion of probation period will be specifically confirmed in writing by the Organization. Your appointment with 7-Eleven subjects you to be bound by all employment rules, regulations, policies, and guidelines issued by the Organization from time to time.

Your employment is contingent upon completion of a successful background check. This will be conducted by such third party agency whose services are contracted by the Organization, and by accepting this conditional job offer, you agree to provide personal information for the purpose of completion of a background check as contemplated herein (which includes disclosure of such personal information to third party agencies).

Please bring completed documentation (list will be provided by the recruiter) for the completion of your new-hire requirements. Please indicate your acceptance of our offer by returning a signed copy of this letter along with the Background Check Release no later than [date], failing which this offer of employment will automatically stand canceled. If you have any questions about this offer, please contact your recruiter or me with questions.





## CORPORATE SERVICES INDIA LLP

Failure to start on the date of joining listed here, without the prior written consent of the Organization, may constitute a withdrawal of this offer.

We look forward to having you as part of our team.

Please reach out to [GM-GSCTalent@7-11.com](mailto:GM-GSCTalent@7-11.com) in case of any queries.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Jennifer Goschke'.

Jennifer Goschke  
SVP, Shared Services

***I have read and understood the provisions of this offer of employment, and I accept the above conditional job offer. This offer shall remain open until [date].***

Signature: Harshitha V

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



## CORPORATE SERVICES INDIA LLP

### Annexure A – Compensation Breakup

Name	Harshitha V
Date of Joining	December 02, 2024
Job Title	Finance Associate I

Component of Pay	Calculation Reference	Calculated as	Amount in INR p.a.
Basic Salary	A	50% of Base Pay	224,858
House Rental Allowance	B	40% of Basic Salary	89,943
Special Allowance	C	Balancing figure	134,915
Base Pay	D = (A + B + C)	Sum of all cash components	449,716
Employer contribution to Provident Fund	E	12% of Basic Salary	26,983
Gratuity	H	4.81% of Basic Salary	10,816
7-Eleven Corporate Incentive Plan	G	Defined as a percentage of Base Pay for on-target performance; amount paid is subject to company and individual performance conditions being met	22,486
Total Compensation	H = D + E + F + G	Sum of all components	510,000