



Date: 12th July 2021

'Letter of Appointment'

To: Awes Dhanse

Date of Joining: 12th July 2021

Subject: Employment for the position of 'Research Analyst'

Dear Awes,

We are pleased to offer you employment at Maven Biztech LLP as a 'Research Analyst' at an Annual Salary of Rs. 194,400/- as outlined in Annexure B.

This offer is also subject to submission of educational certificates/employment work experience testimonials and offer documents required per company policy and verification of all information provided by you to the satisfaction of the company including the background checking reports, previous compensation and education details.

We expect you to adhere to our code of regulation (commitment, integrity, determination and hard-work) and help this organization grow to the best of your capacity, knowledge and skills.

- Your employment with us will be governed by the terms & conditions as detailed in Annexure- A
- You will be paid gross salary as mentioned in Annexure – B

(A copy of the draft Employment Agreement is attached. Kindly go through the attached draft closely and let the undersigned know if you require any clarifications on the same)

Maven Biztech LLP is confident that your contribution will take us further in our journey towards becoming world leaders in our space, also we assure you of our support for professional development and growth.

Congratulations on your appointment and wish you a long and successful career with us!

For Maven Biztech LLP

Saniya Shaikh
Human Resource





31-08-2021

Miss Shweta Shinde
Phone number - +91 9309240927
Email - Shindeshweta416@gmail.com

Dear Shweta,

Further to our discussions, the following is a summary of terms and conditions applicable to your association with Whitehat Education Technology Private Limited ("Company"). Once you accept this offer, the terms will be crystalized in the form of an employment agreement.

1. Position: You will be employed in a full-time position, as "Executive" for India - IND. Your Primary duties will include, not limited to:

You will be responsible for and additionally for

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties.

2. Date of Joining: Your date of joining the employment will be not later than 14-09-2021, after which date we shall have the unilateral right to terminate this offer.

3. Compensation: You will receive a fixed yearly compensation of INR 4,20,000/- (Indian Rupees Four Lakh Twenty Thousand Only) on a cost-to-company basis, subject to applicable taxes and all statutory deductions ("Compensation"). The fixed component of the Compensation will be paid on a monthly basis beginning your appointment. The company reserves the right to allocate any shift or transfer you to a different shift schedule, based on exigency. You will be eligible to receive your first monthly compensation only if you serve the company for minimum 10 days from the date of joining. Failing so, the company will not be liable to pay any compensation to you.

4. Bonus/Incentive: You will be entitled to receive Incentives upto INR subject to your performance evaluation.

5. Confidential Information: You hereby represent and warrant that, at all times, you will maintain confidentiality with respect to all and any information relating to the Company ("Confidential Information"). You will not, either directly or indirectly, make any disclosure of Confidential Information to any third party, or make any use of Confidential Information, for your own benefit or the benefit of any third party, without the Company's prior written consent. You shall maintain proper and secure custody of the Confidential Information to which you may be privy and shall use your best endeavors to prevent the use or disclosure of the Confidential Information by or to third parties.

Post the acceptance of the offer letter, the Company reserves the right to share with you certain information in respect of the Company's product and services as well as its operations which are non- public and proprietary in nature. You are hereby obligated to protect the confidentiality of such information at all times regardless of your joining the employment of the Company.

6. Exclusivity: You will not enter into any employment or discussions with any potential employers for a period of 30 (thirty days) after the date hereof.

This employment offer shall be subject to you agreeing upon the following terms and conditions, jointly and independently binding upon you totally.

A. At Will: Being applauded and accepted by you at your own will and has explained about the working methodology in the epidemic/pandemic and force majeure.

B. Infrastructure: It is declared and accepted by you about having requisite infrastructure to perform your duties from any location other than the work place. Infrastructure means laptop/desktop with required configurations, updated RAM, working dongle for data connectivity, video and audio features.

C. You have agreed upon to perform as per the existing or change of any performance targets/ KRAs/KSAs during COVID 19 situation and or otherwise and failing which the said employment will come to an end without honorarium or implications, liabilities and accountability of any Government

WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED

Registered Office Address: 02B-139,Wing-A, 2nd Floor, WeWork Chromium, Near L&T Flyover, Milind Nagar, JVL R,
Mumbai- 400072, Maharashtra, India. email: info@whitehatjr.com CIN: U74999MH2018PTC315690



notification for pandemic/epidemic and force majeure in nature existing or may come in future.

D. Any litigation, grievances and disputes with regards to this will be treated null and void, which you declare at your wish and will.

For Whitehat Education Technology Private Limited

Karan Bajaj

Date: 31-08-2021

Place: Mumbai

Shweta Shinde

Date:

Place:

WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED

Registered Office Address: 02B-139, Wing-A, 2nd Floor, WeWork Chromium, Near L&T Flyover, Milind Nagar, JVLR,
Mumbai- 400072, Maharashtra, India. email: info@whitehatjr.com CIN: U74999MH2018PTC315690



E mail : info@riemensolution.com

Web: www.riemensolution.in

HQ Add : B-61, Sector-67, Noida, G.B. Nagar, U.P.-201301

CIN : U74120UP2014PTC065625

Date : 2/11/2022

From,

Riemen Solution Private Limited
502 AB, Alfa 1st, Giga Space IT
Park, Viman Nagar, Pune

Date: 2/11/2022

Dear **Saraswati singh**

Sub - Letter of intent to hire.

This is to inform you that you are selected in our company. We take pleasure in offering you the position of CRE in our organization. You accepted the offer of 14000 INR (CTC) per month, payable in accordance with the Company's standard payroll schedule. This salary will be subject to performance pursuant to the Company's employee compensation policies in effect/change from time to time.

Please provide us your acceptance for this letter of intent. Failure to do so we will reject your letter of intent. This letter never bound employer and employee both to join each other.

Please sign your acceptance to indicate that you have accepted this offer and return it to me. We have found you to be the most suitable for the post and look forward to working with you.



HR Team

Riemen Solution Private Limited



Date: 18 Aug 2022

Letter Of Intent

Dear Raza Adnan Nazir

As per your Request / Application we are pleased to offer you a position of Business Associate, Operations at our Altruist Technologies Pvt. Ltd Mantri business park 197, 197, Viman Nagar, Pune, Maharashtra 411014 office.

This training position is for a term beginning 19 Aug 2022 (Bajaj Finserv_Pune Mantri_Training) subject to the condition that if the process for any reason is dissolved/transferred/terminated, your association will be restricted to that period.

You will be eligible for INR.250/- Per Day for your initial process training. The payout eligibility is subject to successful process training accreditation.

Upon successful completion of initial process of Training/Client Evaluation objectives, you will be considered for a job based training to get better understanding of processes on the job and work floor. After completing accreditation your monthly Stipend will be paid as INR.10700/-, which shall be payable to you for the number of remaining days in the month. Being a trainee you will not be eligible for statutory benefits available to regular employees.

By accepting this offer you agree that you:

Intend to successfully complete the training program and stay in the position for a period of time equal to, or greater than the length of the training program; Understand that lack of success at any stage of the training program, or lack of acceptance into a required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation pay out (stipend/salary); and Will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise

Please bring the following to the start of your session as informed by the Human Resource Department:

1. Birth certificate / Leaving Certificate.
2. Matriculation certificate / graduation certificate.
3. Residential proof (Aadhar Card/ Voter ID card, Rent/Lease deed etc.).
4. Experience Letter.
5. 6 Passport size photograph.

Also, a list of additional documents related to your employment will be shared/mailed to you. Please ensure to bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training programme.

Please indicate your acceptance by signing a copy of this letter.

Sincerely,

Authorized Signatory

I accept the offer on the terms and conditions outlined.

Date: 19 Aug 2022

Signature



Altruist Technologies Private Limited
Registered Office : Plot No. 2, Sector-22, HSIIDC IT Park,
Panchkula, Haryana - 134109, India



UNDERTAKING for WFH Infrastructure

1. I will consistently meet all of my performance targets and deliverables, as required by the Company, the Client or my Supervisor, Manager or Team Leader.
2. I will strictly follow my normal/regular work schedule while working from home. For this purpose, I shall inform my Supervisor, Team Leader or Manager of the commencement as well as the end of my shift every day. Any exception or deviation from this may only be made with the prior written conformity of Human Resources (HR).
3. I will personally report to the Company whenever my presence/attendance is necessary or required therein.
4. I understand that while working remotely that I am responsible for maintaining a safe working environment and will immediately report any work-related injury that I may suffer during the course of my work day.
5. I will use my personal or company provided laptops or desktops only with a secure, fast and reliable Internet connection.
6. I will not use public or common Wi-Fi networks for any work-related communication or email.
7. I will only use a licensed Operating System (OS) and latest AV for my work laptop or desktop, the amount of which, if any, shall be solely borne by me.
8. I will keep my work laptop or desktop updated with the latest Antivirus and Patches.
9. I will observe strict confidentiality over all work-related communication and information I process or receive while working from home.
10. I will use Company webmail only for official work-related communication and never for my personal use.
11. I will not circulate any personal, spam or chain mails using my official mail ID or the Company webmail.
12. I will not copy or retain any client or company data in any local or personal storage devices such as, but not limited to, USB, Personal Hard disk, compact-disk, memory card.
13. I will not browse suspicious websites or click on suspicious links / mail attachments which may lead to loss, modification or corruption of the data in the laptop or desktop I am using for work.
14. I will immediately delete any company or client data which I have obtained in connection with or in furtherance of my work once the purpose thereof has been completed.
15. I will ensure that my work laptop or desktop is locked when not in use and is always kept in a secured area.
16. I will only access company or Client data from a secured work place and not in a public area.
17. I will not divulge, share, print, reproduce or send to unauthorized persons any Company, Client or work-related communication or information which I may have had access to or obtained while working from home. I will hold such information under the strictest confidence. Should any such confidential information be divulged to unauthorized persons, whether directly or indirectly, intentional or by negligence, I shall immediately inform the Company of the same.





18. I will continuously and faithfully abide by company's Acceptable Usage Policy, Data Protection and Privacy Policies, Code of Conduct and such other Rules, Regulations and Policies which the Company may issue from time to time.
19. I understand that any breach of this Undertaking, the terms and conditions of my "Work From Home" arrangement, my Employment Contract, the Company's Code of Conduct, and all other Company Policies, Rules and Regulations shall be a ground for the termination of this "Work From Home" arrangement, without prejudice to such disciplinary action/s which the Company may impose upon me.
20. I will hold the Company free and harmless from any and all liabilities, damages and causes of action which may arise from a breach of this Undertaking or from my unsafe, irresponsible, illegal, unauthorized or unsecure use of Company webmail or work-related information.
21. I understand and specifically acknowledge that all relevant work related policies and instructions of the Company will be applicable to me while working from home, with necessary changes / modifications to them, and I will strictly abide by them throughout this period.
22. In case I am required to use personal device for work purposes, I will nonetheless follow all the points given in this undertaking.
23. I also acknowledge that I will take due care of the technology hardware provided to me such as laptop/ desktop/Wi-Fi dongles/data card. Any damage or loss of these hardware provided to me, till I return back in the condition I received, will be charged back to me, as per my earlier signed undertaking.
24. I acknowledge that I have read and fully understood the contents as well as effects of this Undertaking.

Signature of the Trainee

Name: Raza Adnan Nazir

Date: 19 Aug 2022



Altruist Technologies Private Limited
Registered Office : Plot No. 2, Sector-22, HSIIDC IT Park,
Panchkula, Haryana - 134109, India



Undertaking by Trainee for Pre - Job Training

I hereby agree to attend and undergo a Pre - Job Training as per your letter of intent dated 19 Aug 2022 with Altruist Technologies Private Limited for my grooming my skill and competency enhancement for a period of 3 months which I understand that it being a necessary requirement prior to become an employee of the company. I very well understand and also undertake to attend the training for 6 days a week for 9 hours every day.

I have also been explained that the Company will designate a "Trainer" to train, mentor and monitor my performance on Training. The Trainer shall be the primary point of contact for me.

I will observe and practice complete discipline , sincerity , dedication , honesty and faithfulness during training period and management shall have liberty to end up my training if I am found unsuitable for any reason whatsoever or misconduct myself or could not learn during training as per the satisfaction of the trainer.

Signature of the Trainee

Name: Raza Adnan Nazir

Date: 19 Aug 2022



Altruist Technologies Private Limited
Registered Office : Plot No. 2, Sector-22, HSIIDC IT Park,
Panchkula, Haryana - 134109, India



Date :13 July 2021

Fatehmohammed Jaweed Shaikh

Thane, Maharashtra-401201

Pune (K)-411014

Sub: Employment Letter

Dear Fatehmohammed,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as **CCE** in the **Operations** with **CONNEQT Business Solutions Limited** (The Company) with effect from **13 July 2021** on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. **167700.00** In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs **192000.0** This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is **CONFIDENTIAL** and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on **13 July 2021**. Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our **Kharadi** Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for **15** days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the **30** days prior notice by paying you salary for **30** days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter, (by whatever name called) will be accepted by the Company only on your satisfying the **30** days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For **CONNEQT Business Solutions Limited.**

Tony Jacob Joseph

Assistant Vice President - Human Resource

I accept the terms of this letter



Name Fatehmohammed Jaweed Shaikh
Grade 1A
Designation CCE

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (Rs) Per Month	Amount (Rs) Per Year
A. Fixed Pay		
Basic Salary	5600.00	67200.00
House Rent Allowance	3360.00	40320.00
Other Allowance	3749.00	44988.00
Advance Statutory Bonus	466.00	5592.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.		
PERFORMANCE INCENTIVE @ Meeting Expectation(100%)	800.00	9600.00
C. MONTHLY GROSS (A+B)	13975.00	167700.00
D. BENEFITS		
PROVIDENT FUND - Company Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	1122.00	13464.00
GRATUITY (As per the Gratuity Act. This amount will go towards the gratuity fund and will be paid to you on completion of 5 years with the company)	269.00	3228.00
ESI - Company Contribution (As per the ESI Act, company shall contribute 3.25% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 0.75% of your monthly gross will be recovered towards you.)	454.00	5448.00
Insurance (You will be covered under insurance as per the company policy and can change as per the management discretion)	180.00	2160.00
E. TOTAL COST TO COMPANY (C + D)	16000.00	192000.00
F. Employee Contribution		
PROVIDENT FUND - Employee Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident F und Contribution. As per the act, you will contribute the same amount as employee contribution)	1122.00	13464.00
ESI -Employee Contribution (As per the ESI Act, employee shall contribute 0.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary . As per the	105.00	1258.00

Provident Fund Contribution will be recovered from Basic Salary + Other allowance + Food coupons + Education allowance + Special allowances if any. Contribution is limited to Rs. 15000/- wages as stipulated under Provident Fund Act.

I accept the terms of this letter



Terms and Conditions of Employment

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/ permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absenting yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to 30 Days' notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

I have read through the above terms and conditions of employment and hereby accept.

Name:

Signature:

Date:

Date:07-07-2021

Welcome Note

Dear **Mr. MD KAIF NEYAZ**

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial. You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to [Click here to log in Randstad Portal](#)
2. Call us Toll free 1800 420 9944
3. Email us to flexicare@randstad.in

Our Core Values: As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

To Know - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

To Serve - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

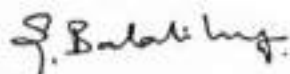
To Trust - We are respectful. We value our relationships and treat people well.

Striving For Perfection - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

Simultaneous Promotion Of All Interests - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

To,

Maheknaaz Shaikh

Date: 7th Dec 2020

1002 10th Floor Notting Hill Ali Somji Kondhwa Budruk, Pune, 411048

Subject: Employment offer with addMatrix

We are pleased to hereby inform you that with reference to your interview dated 4th Dec 2020, you have been selected for the post of Accountant on the following terms and conditions.

Joining Date

- You are to commence work at addMatrix on 2nd Feb 2021

Job Title and Description

- You are assigned the post of Accountant.
- addMatrix may make small changes in your title or duties with your consent.

Working Hours

- Monday to Friday: 9:30 am to 6:30 pm
- 1st, 3rd & 5th Saturday are working
- Lunchtime: 30 Minutes anytime after 1:30 Pm

Roles & Responsibilities

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups
- Comply with financial policies and regulations

Remuneration

- Your in hand salary will be INR 12,000/- per month with an annual CTC of INR 2,16,000
- Other incentives will be included as per company norms on certain time intervals as required.

Salary will be paid on the 1st week of every month

Other Info

- You are not entitled to receive any leaves during your probation period unless necessary in case of extraordinary situations.
- Transport to and from the workplace is to be arranged by yourself.
- Other leave/entitlements/incentives etc are included in the employee handbook

We are all really excited to welcome you to our team! If you accept the above-mentioned position along the terms and conditions laid out, kindly sign this document to confirm your employment at addMatrix.

Applicant signature

Name:

Date:

BANC TEC

Letter of Intent

Date: 18-Mar-2021

Dear Fiza Maqsood Pathan,

Subsequent to our meeting and the interview, we are delighted to offer you the position of **Data Entry Operator** at our Pune office effective from **19-Mar-2021**.

The terms of our offer are:

1. **Role:** As a DEO, you will be responsible to perform the duties of Claims Processing and/or Data Entry Operator.
2. **Compensation:** Your monthly fixed CTC is Rs. 15383/-. Your appointment letter issued to you once you complete the joining formalities will provide the detailed break-up of your CTC.
3. **Conditions:** In order to complete your joining formalities can be appointed in this role, you are required to:
 - a. Provide a valid identity proof (PAN card, Aadhar card, Voter's ID card, Passport or permanent driving license).
 - b. On the date of joining, provide copies of your education & experience certificates as listed in your job application form. You are also required to produce the original copies of these certificates for verification.
 - c. Complete bank account opening formalities with ICICI to receive salary credit.
 - d. If you are an existing ICICI Bank Customer, kindly visit your home branch before joining to check and resolve any type of inconsistencies (for example: Defaulting Credit Card payments, Defaulting Loan re-payments, Charges levied on existing Savings or Salary account, etc.). BancTec is not liable to resolve such discrepancies.
 - e. You agree that the continuity of employment is subject to you clearing the background verification test which will include verification of your education, experience and criminal records.
 - f. You also agree to undergo medical and substance abuse tests, at any time during the course of your employment with BancTec, as and when required by the company.
 - g. Refer to Annexure 1 for the document list and other points to remember.
4. **Shift & Working Hours:** Your shift schedule is subject to change from time-to-time based on business needs. In case of business exigencies and need to meet business goals, you may be required to work for extended hours or on weekly-offs.
5. **Weekly Offs:** You will have 1 weekly off on Sunday.

I accept: _____

(Name- _____)

BancTec TPS India Pvt. Ltd.

CIN : U64202MH1999PLC119941

Company Confidential

Formerly Known as Tracmail (India) Pvt. Ltd.

www.banctec.com

Registered Office:

T341 International Infotech Park,
Vashi, Navi Mumbai 400705.

Phone: (+91) 22 2781 2234

Fax: (+91) 22 2781 2327

Branch Office:

9th Floor, Tower A, ICC Tech Park City,
Senapati Bapat Road, Pune 411016.

Phone: (+91) 20 6743 7500

Branch Office:

3rd & 4th Floor, Sharada Arcade, Bibwewadi,
Pune Satara Road, Pune 411037.

Phone: (+91) 20 6743 7400

Fax: (+91) 20 2422 1470

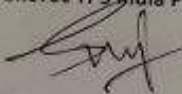
BANC TEC

6. **Leaves:** You will be entitled for 21-days leaves per year on completion of your 6-month probation period. **You cannot avail any leaves including exam leaves during the probation period.**
7. **Transport:** You will be entitled for Company Transport as per the BancTec Transport Policy.
8. **Training:** BancTec will invest substantially in training you to meet the requirements to perform your role effectively. The training program will involve classroom instruction based sessions and on-job training. At the end of each training module, you are required to undergo an assessment and meet minimum certification requirement as a condition of continuing your employment with BancTec. Failure to meet certification benchmarks will result in disengagement of your employment with BancTec.
9. **Compliance Requirements:** You are required to adhere to statutory policies, client procedures and company policies when executing your role and as a matter of overall conduct during the course of your employment with BancTec. Any violation of these policies may result in immediate termination of your services.
10. **Penal Action:** BancTec reserves the right to initiate penal action against you for any of the following events:
 - a. Unauthorized/Uninformed absenteeism
 - b. Behavioral/Disciplinary Issues
 - c. Incomplete Documentation
 - d. Clearance process for separation
 - e. Not clearing Training
 - f. On floor non-compliance

We once again would like to thank you for your interest in seeking a career with our organization and hope you will have a fruitful and successful career with us.

Yours sincerely,

For
BancTec TPS India Pvt. Ltd.



Suraj Chavan

Human Resources

You acknowledge to have read the terms of this Letter of Intent and confirm to comply with them.

I accept: _____

(Name- _____)

BancTec TPS India Pvt. Ltd.

CIN : U64202MH1999PTC119941

Company Confidential

Formerly Known as Tracmail (India) Pvt. Ltd.

www.banctec.com

Registered Office:
T341 International Infotech Park,
Vashi, Navi Mumbai 400705.
Phone: (+91) 22 2781 2234
Fax: (+91) 22 2781 2327

Branch Office:
9th Floor, Tower A, ICC Tech Park City,
Senapati Bapat Road, Pune 411016.
Phone: (+91) 20 6743 7500

Branch Office:
3rd & 4th Floor, Sharada Arcade, Bibwewadi,
Pune Satara Road, Pune 411037.
Phone: (+91) 20 6743 7400
Fax: (+91) 20 2422 1470

Documents to be submitted on the **Date of Joining [Mandatory]:**

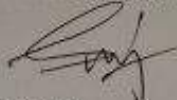
1. Academic Certificates- 10 th , 12 th , Degree, Diploma
2. Passport Size Photographs (12 copies)
3. Permanent Address Proof – Telephone/Electricity Bill, Passport, Driving License, Ration Card, Voters Card (Any 1)
4. Temporary Address Proof - : Rent Agreement, Electricity/Telephone bill (Any 1)
5. Relevant Work Experience: Appointment letter(s), Confirmation letter(s) (if any), Relieving Letter(s) & last 3 salary slips of previous organization(s); Bank Statements for last 3 months
6. Blood Group Proof (issued by a Doctor / Pathologist / Blood Bank)
7. Photo Identity proof (Driving License/ Passport / Voters card/ PAN card)
8. Age Proof (Birth Certificate / School leaving certificate, etc.)
9. Photocopy of PAN Card [PAN Card Application Reference number acceptable]
10. Original Leaving Certificate – for last Educational qualification

Points to Remember:

- Shift Timings: Shifts are strictly allocated at the Management team's discretion. You would be required to work rotational shifts
- No shift preferences can be accommodated.
- Based on business requirements, you may be asked to work on week-offs and will be compensated for the overtime worked.
- Your appointment is subject to your submission of all pre-requisite documents mentioned on your offer letter.
- A refundable deposit of Rs.250 for ID card creation would deducted from your first salary. This amount would be reimbursed at the time of your full and final settlement; in case you decide to part with organization.

Please sign this as a token of your acceptance of the terms and conditions mentioned therein.

For
BancTec TPS India Pvt. Ltd.



Suraj Chavan
Human Resources

I accept: _____

(Name- _____)



Private & Confidential

Date : 30/08/2021

FARHAN RAFIK SHAIKH

BEHINDE DIAMOND TAILOR, YASHWANT NAGAR, YERWADA

MAHARASHTRA -411006

APPOINTMENT LETTER

Dear FARHAN RAFIK SHAIKH,

Subsequent to the meetings between Concentrix Services India Private Limited (hereinafter, 'Concentrix/Company') and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

1. Appointment

1.1 You shall be appointed to the position of Representative, Operations in Comp Grade 12. This would be your Social Job Title and your Job profile would be Advisor I, Customer Service. Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you. Job profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job profile for social purposes as well.

1.2 Your initial place of work shall be Pune.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time. On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from 02/09/2021 or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) on 01/09/2021 failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at afzal.Majek@concentrix.com to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.3

Concentrix Services India Private Limited

Registered Address: 5rd Floor, Millennium Towers, ITPL Road, Brookefields, Bengaluru

Karnataka - 560057, India

91 80 41096000

CIN: U99999KA1995PTC032090

afzal.majek@concentrix.com | www.concentrix.com



OFFER LETTER

Dear Juned Shaikh,

- We are pleased to offer you the position of **Research Analyst** in Mid Atlantic Business Media. Your CTC shall be **INR 1,56,000 Gross Per Annum**. You are required to join us on **10th Jan 2022**.
- Your probationary period will be for a minimum of **three months (90 days)**.
- You would not be entitled to any Leave during the Probation Period barring the holidays.
- At any given point of time during your probation period, your service may be terminated by the Company without any prior notice. During the probation period, the Company is not liable to compensate you with no notice period served.
- In case you leave our employment during probation without serving 15 days prior notice (30 days post completion of probation), we shall have the right to deduct as liquidated damages an amount equivalent to the notice period salary and any other incentives/bonus from any money that may be due to you.
- At any given point of time during employment with us, in case an employee is terminated on the grounds of Productivity, Integrity, Discipline, Ethics, Attendance, any such related issues, the company will reserve the rights not to clear any dues or not to give notice to the employee.
- This appointment is made at Pune and is therefore subjected to Maharashtra Jurisdiction.
- In case of non-performance 40% of the salary amount will be deducted & you won't be liable for any performance bonus.
- if you are able to achieve 80% of the set targets within the set timelines will continue with us else the company will have to dissolve the contract of employment with stipend amount of Rs 3000/-.
- You will be required to submit a photocopy of the following on the day of joining:
 - Aadhar Card (1 copy)
 - Pan Card (1 copy)
 - Highest education Marksheet (1 copy)
 - Relieving Letter/ Experience Letter/ Resignation Letter (1 copy)
 - Last 3 salary slips (1 each)



Date: 21 Feb 2022

Mr ALTAF IRAFAN CHIKKODE
225 15 SHIV SAMRAT COLONY GOLIBAR
MAIDAN KASBA BAWADA
Kolhapur 416006

Employee No: 2350908

Dear Mr ALTAF IRAFAN CHIKKODE

Appointment Letter

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

1. Your contract will commence from 21 Feb 2022 and expire on 20 Feb 2023 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 21 Feb 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 7 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.

Doc ID: TL/FF398E63E32

8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
9. The salary payout will be made latest by 9th of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to TeamLease through email or through the toll free number which is provide to you.

ENDORSEMENT

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

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



(Authorized Signatory)

Signature and date:
Name: ALTAF IRAFAN CHIKKODE

Salary Annexure

Employee No: 2350908

Particulars	Amount
Basic	11815
House Rent Allowance	1425
Employer PF Contribution	1418
ESIC - Employer	463
Statutory Bonus	985
TotalAmount	16106
Amount In Words(Rs)	Sixteen Thousand One Hundred Six Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	11815
House Rent Allowance	1425
Statutory Bonus	985
Gross Earnings	14225
DEDUCTIONS *	Amount
Employee ESI	107
Employee PF	1418
Professional Tax	200
Total Deduction	1725
Net Salary	12500

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.

Doc ID: TL/FF398E63E32



The **link** to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

****This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.****

Doc ID: TL/FF398E63E32

TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Registered Address: BMTC Commercial Complex, 6th Floor, 80 Feet Road, Koramangala, Bangalore - 560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com

SKYWALK CAPITAL

3rd floor, Anchor House,
Lullanagar, Pune Maharashtra 411040



**Skywalk
Capital**

Dear Bilal Shaikh,

We are pleased to offer you the position of Portfolio Manager at Skywalk Capital. This will be a full-time job from 9 am to 5 pm, six days a week. Your initial salary will be Rs.10,000/ month.

Your joining date is confirmed at 11th February 2021 as per the following terms & conditions:

- You are supposed to be in the office by 8.45 am.
- Monday to Friday no holiday will be granted unless the situation is extremely urgent.
- You are not supposed to share strategies/working pattern with any outsider.

We congratulate you on your appointment & wish you a long & successful career with us. We are confident that your contribution will take us further in our journey of becoming world leaders. We assure you of our support for your development & growth.

Sincerely

Proprietor


Gaurav Karmchandani

Managing Director of Skywalk Capital

www.skywalkcapital.com
info@skywalkcapital.com

3
3RD FLOOR, ANCHOR HOUSE
LULLANAGAR, PUNE MAHARASHTRA
411040



MidAtlantic
Business Media

928, Clover Hills Plaza, NIBM Road, Pune-411048

+91-2040222451

contact@mabm.io

www.mabm.io



OFFER LETTER

Dear Sumaiya Shaikh,

- We are pleased to offer you the position of **Research Analyst** in Mid Atlantic Business Media. Your CTC shall be **INR 1,20,000 Gross Per Annum**. You are required to join us on **21st Feb 2022**.
- Your probationary period will be for a minimum of **three months (90 days)**.
- You would not be entitled to any Leave during the Probation Period barring the holidays.
- At any given point of time during your probation period, your service may be terminated by the Company without any prior notice. During the probation period, the Company is not liable to compensate you with no notice period served.
- In case you leave our employment during probation without serving 15 days prior notice (30 days post completion of probation), we shall have the right to deduct as liquidated damages an amount equivalent to the notice period salary and any other incentives/bonus from any money that may be due to you.
- At any given point of time during employment with us, in case an employee is terminated on the grounds of **Productivity, Integrity, Discipline, Ethics, Attendance, any such related issues**, the company will reserve the rights not to clear any dues or not to give notice to the employee.
- This appointment is made at Pune and is therefore subjected to Maharashtra Jurisdiction.
- In case of non-performance 40% of the salary amount will be deducted & you won't be liable for any performance bonus.
- If you are able to achieve 80% of the set targets within the set timelines will continue with us else the company will have to dissolve the contract of employment without any full & final settlement.
- You will be required to submit a photocopy of the following on the day of joining:
 - Aadhar Card (1 copy)
 - Pan Card (1 copy)
 - Highest education Marksheet (1 copy)
 - Relieving Letter/ Experience Letter/ Resignation Letter (1 copy)
 - Last 3 salary slips (1 each)

28th February 2022

To
Mr. Mohammed Ishaq Shaikh

Offer Letter

This is with reference to your application and subsequent discussions you had with us. We are pleased to inform you that you have been offered the position of **Business Development Executive** with **First Connect Digital Pvt Ltd, Pune**. Your base location will be **Pune, India**. Your annual gross salary will be **INR 189990** (Rupees One Lakhs Eighty-Nine Thousand Nine Hundred and Ninety only) calculated as Cost to Company per annum as per Annexure -C.

1. You will be eligible to participate in the company's health and welfare benefit programs the details of which are contained in various plan documents you will receive on the day of you joining the organization
2. Your employment with us will be governed by terms and conditions referred in Annexure-A
3. This offer letter is valid till **1st March 2022**. As per our discussions your date of joining would be **1st March 2022** At the time of joining, you are requested to submit the copies of the documents as per Annexure-B.
4. Please sign on all sheets of the duplicate copy of this letter at the bottom right corner and return the undersigned as a token of your acceptance of this offer.
5. Your performance will be reviewed after the period of six months from the date of joining.
6. Your increments and promotions will be made based on merit and will be at the sole discretion of the company.
7. You will be headquartered at our Pune office unless otherwise intimated by the company.
8. You are required to sign the Confidentiality and Non-Compete Agreements.

Encl. Annexure -A (Employment Terms), Annexure - B(Checklist), Annexure -C (Compensations Structure)

E. Shaikh



TERMS AND CONDITIONS
Terms and Conditions of Employment

(a) Secrecy

- During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company.
- You are expected to maintain utmost secrecy in regarding to the affairs of the company and shall keep confidential all information, instruments, documents etc., relating to the Company, which may come to your professional knowledge as an employee of the company.

(b) Probation Period

- You will be deemed to be on probation in the services of the Company until confirmed in writing.
- The initial period of probation is for 6 (Six) months from your date of joining, which may be extended or terminated by the management at its discretion.

(c) Remuneration & Benefits

- The Employee shall be paid salary as per Annexure C to this document. The salary for each month shall be credited to the Employee on the 5th working day of the next month (excluding any weeks off or holiday).
- Employee shall be solely responsible for filing his personal returns and paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from the remuneration paid by the Company.
- Notwithstanding the foregoing, the Company shall be entitled to deduct from the remuneration of the Employee, such taxes and levies which are liable to be deducted at source under law for the time being in force.
- The Company reserves the right in its absolute discretion to deduct from the salary of an Employee any sums which Employee may owe to the Company including, without limitation, any overpayments or loans made to an Employee by the Company or losses suffered by the Company because of any act done by the Employee which includes and is not limited to Employee's negligence, fraud, misrepresentation or breach of the Company's rules.

(d) Conflict of Interest

- Your position with the company calls for the whole time of employment and you will devote yourself exclusively to the business of the Company.
- You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business during your employment with the company, without written permission from the company.

(e) Annual Leaves and Holidays

- The number of days and dates of Annual leaves and Holidays shall be governed by the latest version of the Employee Handbook and Leave Policy.

(f) Policies & Procedures

- Employee shall be bound by and must comply with any policies, procedures and Employee's Handbook of the Company amended from time to time.



Assignments/Transfer/Deputation

- Though you have been engaged for a specific position, the Company reserves the right to send you on Training/Deputation/Transfer/Contract Assignments to its partner companies, sister companies or place of customer anywhere in India or abroad as the assignment demand.
- You shall only at the request of the company, enter into a direct agreement with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

2) Resignation and Termination of Employment

- It is also understood and agreed upon confirmation of your services that: -
- Either party can terminate this employment by serving a notice of 30 Days or one month's during the probation and serving a period of 60 days or 2 month's basic salary in Lieu of notice, as it feels appropriate due to personal/business obligations.
- The management reserves the right to wave off the notice and/or relieve you immediately and pay you salary for the notice period.
- In case of employees who are governed by service agreements for serving a minimum stipulated period, the employee can exercise option under the above clause 3(a) only on their completion of the stipulated service period agreed to and provided therein.
- Notwithstanding anything to the contrary herein contains, misconduct of your part will entail you to terminate your services without any notice or pay in lieu thereof.
- Employees who are In probation period can be terminated without any notice or pay in lieu thereof.
- The probation period is liable to be extended to a maximum of two months by the management in case the performance is not satisfactory.
- No full and final settlement (including reliving letters, experience/reference letters, any leave encashment, Any overdue salary, etc) will be provided to any employee who does not provide or serve the notice period and leaves without completing the probation period with the Company.
- Employment may also be terminated immediately without at any time if Employee is engaged in serious misconduct including but not limited to:
 - Absence from service without notice in writing or without sufficient reasons for Five days or more.
 - Going on or abetting a strike in contravention of any law for the time being in force causing damage to the property of the Company commission of any act which in the reasonable opinion of the Company brings disrepute to the Company or any of its customers, partners or related entities.
 - Wilful insubordination or disobedience, whether in combination with another, of any lawful and reasonable order of a superior.
 - Any form of harassment to subordinate, keen, or any other person associated to the Company
 - Wilful slowing down in performance of work, or abatement, or instigation thereof; theft, fraud, misappropriation or dishonesty about the Company's business or property.
 - Commission of any act subversive of discipline or bad behaviour on the premises of Company, such as, drunkenness, consuming or selling narcotics, or psychedelic substance in the company premises.
 - Sexual harassment of any nature.
 - Habitual neglect of work or gross or habitual negligence.
 - Doing an act that amounts to misconduct under the Employee handbook and any other document issued by the Company and amended from time to time.
 - Any other act which the company deems fit.



Statement of Facts

- It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or Overseas.
- In case, at a later date, any of your statements or particulars furnished are found to be false or misleading, the company shall have all the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

4) Work Schedule

- The Employee is expected to work from Monday to Friday i.e. five days in a week.
- The work timings of the Employee shall be as informed by the concerned supervisor and the duty of the Employee towards company may require him to work in shifts or flexible hours based upon the needs of client.
- The Company reserves the right to alter the work timings and days as per the exigencies of business and client requirements and the Employee shall be liable to follow the timings as amended and informed by the Company.
- Process timings, shift timings and process off could be changed without any prior intimation, as per the client requirements. The management will make the final decision.

5) Restraints

Non – Disclosure

- You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidentiality of any Information, instrument, documents, etc., relating to the company that you may have pursued as an employee of the Company and further you will be required to enter into an agreement to this effect.

Passwords

- Access to our network or our client's network is through individual password. For security reasons it is essential to maintain confidentiality of the same.
- If the password is forgotten, the tech support group is to be contacted to reset and allow you to use a new password.

Moonlighting

- No employee shall accept or engage in any activity, business, or employment, either during or after working hours, that would conflict with First Connect Digital interests or diminish the ability of the employee to render to the company the full, loyal, and undivided service which is contemplated in his or her employment by the First Connect Digital.





Private & Confidential

Date : 19/12/2021

UZEFALATIE SHANKH

SRI NO 63 LANE 23 SHYNERINAGAR KONDHWA

MAHARASHTRA -411048

APPOINTMENT LETTER

Dear UZEFALATIE SHANKH,

Subsequent to the meetings between Concentrix Services India Private Limited (hereinafter, "Concentrix"/ Company) and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

1. Appointment

1.1 You shall be appointed to the position of Representative, Operations in Comp Grade 12. This would be your Social Job Title and your Job profile, would be Advisor / Chat Support. Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you. Job profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job profile for social purposes as well.

1.2 Your initial place of work shall be Pune.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time. On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from 25/12/2021 or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) on 28/12/2021 failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at Swarth bhale@concentrix.com to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn if the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to HR Representative or any other person nominated by him/her.

Signature of Candidate:

CN/RCHART/ASHRAFTER.3

Concentrix Services India Private Limited

Regional Address: 3rd Floor, Millerspark Towers, ITPL Road, Brookfields, Bengaluru

Karnataka - 560075, India

or its branches

CIN: C5662KA1001PT000001

info@concentrix.com | www.concentrix.com



1.5 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date. (Document Checklist)

2. Terms and Conditions:

2.1 Valid Passport:

(A) Comp Grade 12 & 11: Clause 2.1.1

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. If you do not hold a valid passport on the date of joining, you must apply for a passport and submit copy of your passport within 180 days from your date of joining. Failure to do so may lead to termination of your employment.

In the event that you fail to submit a copy of your passport within 180 days from date of joining, the Company may instead (and at its sole discretion) require you to undergo a background check from a service provider identified and approved by the Company. Such background check will verify details such as your residential details, airline records, and other details as determined by the Company. You will be required to bear the cost for such background check (such cost can be upto INR: 1500). You expressly agree by signing this agreement that this amount will be deducted/recovered from your salary. The Company may deduct this cost from your salary in a series of monthly installments or as a single deduction, at its sole discretion.

(B) Comp Grade 10: Clause 2.1.2

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. In the absence of a valid passport, proof of having applied for passport should be submitted on the day of joining and a copy of your valid passport should be submitted within 90 days from date of joining. Failure to do so may lead to termination of your employment.

However, in the event that you fail to submit the copy of passport within 90 days from date of joining, the Company may instead (and at its sole discretion) require you to undergo a background check from a service provider identified and approved by the Company. Such background check will verify details such as your residential details,



Company Confidential

31st Aug 21

Asad Aftab Shaikh
Pune,
Maharashtra
India.

Dear **Asad**,

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **Conneqt Business Solutions Limited** Offices / Centre for a period of **12 Months** from Date of Joining. You shall report to the training on or before **31st Aug 21** failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be at **Pune**. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim what so ever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

The company works in shifts and hence the on the job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training by giving thirty days' notice in writing to the company and similarly, the company may discontinue your training by giving thirty days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice & payment in lieu thereof.

You shall be entitled to a monthly stipend as per the below mentioned grid.

Component	Amount (Rs.) Per Month
A. BASIC STIPEND	11949.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5% of the Basic Stipend)	597.00
C. GROSS STIPEND (A + B)	12546.00

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training you will be paid Stipend of **Rs. 12546.00** per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an **Apprentice - Customer Care** position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards.

For Conneqt Business Solutions Limited.



Tony Jacob Joseph
Associate Vice President – Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature:

Name: **Asad Aftab Shaikh**

Date: **31st Aug 21**



13-Jan-2022

Sohail Sayyed

House No 681B Keagaon Kumbharwada

Uran Maharashtra 400702

India

Letter of offer

Dear Sohail,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Ops** in **WNS Global Services Pvt. Ltd.**, based at our **Pune - Weikfield** office. The key components of your offer are as detailed below :-

Career band: Your career band would be **Professional**.

Role band: You would be placed in role band **A**.

Title: The title that you would be using both internally and externally would be **Associate - Ops**.

Compensation: Your Total Gross Pay will be **INR 4,08,000 (Indian Rupees Four Lakh, Eight Thousand Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

Joining Date: You are expected to join us by **14-Jan-2022**.

Place of work: Your place of work will be **Pune - Weikfield**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

AUSTRALIA

COSTA RICA

INDIA

THE PHILIPPINES

ROMANIA

SR LANKA

USA

UK

USA

For WNS Global Services Pvt. Ltd.

Accepted and Agreed

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition Group

Candidate's Name & Signature

25th November 2021

Owais Ayub Khan

Subject: Offer Letter

Dear Owais,

We're delighted to extend this offer of employment for the position of **Research Analyst** with Dictate Media Pvt Ltd. Please review this summary of terms and conditions for your anticipated employment with us

If you accept this offer, your start date will be **22/11/2021** or another mutually agreed upon date and you would report to Prakhar Tripathi.

Please find below the terms and conditions of your employment, should you accept this offer letter.

Position:

Your title will be **Research Analyst**. This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Cash Compensation:

The Company will pay you a starting salary at the rate of **Rs.12500/** per month, payable in accordance with the Company's standard payroll schedule, beginning **22/11/2021** and you will receive your first pay on 5th every month. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

Hours and Compensation:

This is a Full-time position requiring approximately 45 hours per week.

Employee Benefits:

As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits.

The Company offers a comprehensive employee benefits program, including:

Employment Relationship:

Employment with the Company is for no specific period of time. Your employment with the Company will be "at will," meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorised officer of the Company (other than you).

PRIVATE AND CONFIDENTIAL

Date: 11-Jan-2023

Mohammad Ibrahim Khan

SARA CLASSIC SOCIETY, MALIK NAGAR, KONDHWA, PUNE, MAHARASHTRA

Pin Code: 411048 Landmark: OPP TO RAVIRAJ COLORADE

Pune 411006



EMPLOYMENT AGREEMENT

Dear Mohammad Ibrahim,

Further to the recent meetings and discussions you had with us, we are now pleased to offer you an appointment with EXL Service.com (India) Private Limited to the position of Executives at Band A1 , on the terms and conditions set out herein after:

1. EMPLOYMENT

1.1 Your effective date of joining shall be no later than : 12-Jan-2023

1.2 Notwithstanding the afore-said or anything to the contrary contained in this employment agreement or in the Letter of Intent ("LOI") and/ or notwithstanding your acceptance of the LOI or the employment offer, the Company, for any business or operational reasons whatsoever including without limitation any reason which is beyond the Company's control, or due to any unforeseen or unavoidable business circumstances, reserves the right to defer your date of joining to a later date to suit the business requirements. The Company will use reasonable endeavour to inform you at the earliest. (Applicable for Band A only)

1.3 Your employment with the Company is subject to:

(i) The accuracy and authenticity of the testimonials, documents and information provided by you to the Company. The Company will get authenticity of aforesaid, and of the personal and employment details, provided by you to the Company, validated, either internally or through any external agency engaged by the Company, and by accepting this offer, you hereby agree that you have no objection, and you unconditionally consent, to the same and grant Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to you and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labour and/or regulatory authorities or in response

EXL Service.com (India) Private Limited

1st Floor, Tower 1, NSL Techzone, Plot No. 8, Sector 144, NSEZ, Noida, UP – 201306 EXLservice.com

Registered Office: 414, 4th Floor, DLF Jasola Tower B, Plot No. 10 & 11, DDA District Centre, Jasola, New Delhi – 110 044, India

Mohammad Ibrahim Khan

EXL

Appendix 1

Name : Mohammad Ibrahim Khan
DOJ : 12-Jan-2023
Designation: Executives
Band : AI

Pay Component	Monthly Amount	Annual Amount
CTC		
Fixed	34979	419742
Basic	15000	180000
HRA	7500	90000
Leave Travel	1250	14994
Ad hoc Allowance	11229	134748
Retrals	2521	30258
Provident Fund	1800	21600
Gratuity	721	8658
Derived	0	0
Total Fixed Salary	37500	450000
Total CTC	37500	450000

** You may receive an amount towards annual discretionary bonus as per the Company's performance bonus policy, based entirely on the management's assessment of your performance, your team's performance and Company's overall performance during the previous calendar year (January to December). This bonus is payable at absolute sole discretion of the management of the Company and will be subject to deduction of tax at source, as applicable. Decision of the management in this regard shall be final and binding upon you, therefore, you cannot claim it as your contractual or legal right. Your entitlement, if any, for discretionary bonus shall be subject to inter alia –

a) all bands in support functions and in Operation Management excluding all employees eligible for Payment for Performance

b) your name appearing on the pay-rolls of the Company on the payout date of discretionary bonus;

c) you have not given notice of resignation, or are not absenting unauthorizedly, or have not abandoned your job, or no disciplinary proceedings are initiated / contemplated against you, or you have not initiated your resignation discussions with the management, or you are not on approved sabbatical leave, or you have not initiated your sabbatical leave discussions,

EXL Service.com (India) Private Limited

1st Floor, Tower 1, NSL Techzone, Plot No. 8, Sector 144, NSEZ, Noida, UP – 201306 EXLservice.com

Registered Office: 414, 4th Floor, DLF Jasola Tower B, Plot No. 10 & 11, DDA District Centre, Jasola, New Delhi – 110 044, India

(ii). If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

Provided further that you shall not be entitled to receive any subsistence allowance

if you accept any other employment, during the period of your suspension.

F. Hyderabad (State of Telangana) location:

(i). Subsistence allowance, for the first six months of suspension, shall be an amount equal to fifty per cent of your wages/salary which you were drawing immediately before such suspension;

(ii). If the period of suspension exceeds six months but not one year, the amount of subsistence allowance shall be increased after the expiry of six months to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:

(iii). If the period of suspension exceeds one year, the amount of subsistence allowance shall be increased after the expiry of one year to one hundred percent of your wages/salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of six months for reasons directly attributable to you, the subsistence allowance, for the period exceeding six months, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

Provided further that you shall not be entitled to receive any Subsistence Allowance if you accept any other employment, during the period of your suspension.

G. Chennai (State of Tamil Nadu) location:

Subsistence allowance shall be an amount equal to fifty per cent of the wages/salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension;

If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension.

Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

REBEL
FOODS**REBEL FOODS PVT. LTD**

FORMERLY FAASOS FOOD SERVICES PRIVATE LIMITED

CIN U93000PN2019PTC136943

Date: November 05 2022

Name: Aman Mirajkar

Location: Pune

Subject: Internship Letter

Dear Aman,

Congratulations!! We are very pleased to offer you an internship as a Trainee- Customer Delight with Rebel Foods Pvt. Ltd. (Formerly Faasos) at Pune.

You are entitled to a stipend as per Annexure A

We are sure during the course of your internship period you would have immense learning experience which would help you to develop your skills and give a broader understanding towards business.

During your Internship, you may come across confidential business information. By accepting this internship Employment offer, you acknowledge that you must adhere to the company's confidentiality policy.

We hope to see you joining us soon!

Regards,

For Rebel Foods Private Limited (Formerly Faasos)



Isha Pandit
Associate Vice President - HR

www.rebelfoods.co

Registered Address : C/305, S.No. 199, 204, 206, 209,
Pl No. 4+12+13, Eden Park Society, Viman Nagar
Lohegaon + Pune MH 411014, India

Corporate Office : 2nd Floor,
Der Deutsche Parkz, Bandrup (W),
Mumbai 400078.

Annexure A

1. **Number of Hours of Working:** You would be required to work for 4 hours a day. The number of Hours shall be determined on the basis of time recorded through the HRMS.
2. **Payout Amount:** You will be paid INR (75) per Hour of work put in by you related to the tasks of the Company.
3. **Payout Frequency:** All amounts due to you related to the hours of work put in by you shall be paid by the Company on a Monthly Basis within first week of the month.
4. **Notice:** Either party may terminate this engagement at any time without any cause. This arrangement does not imply or create any employer – employee relationship between you and the Company and employment benefits of the Company shall accrue to you only when expressly provided in writing by the Company.
5. **Dispute:** All disputes shall be resolved by the courts in Pune only.

PLEASE SIGN AND RETURN THE TERMS AND CONDITIONS TO INDICATE YOUR ACCEPTANCE

HEREOF.

Signed *Anan Javed Mirajkar* Date: _____

Name *Anan Javed Mirajkar*

no: 9028322355

www.rebelfoods.co

Registered Address : C/305, S.No. 199, 204, 206, 209,
Pl No. 4+12+13, Eden Park Society, Viman Nagar
Lohagaoon + Pune MH 411014, India

Corporate Office : 2nd Floor,
Der Deutsche Parkz, Bhandup (W),
Mumbai 400078.

Roverpath

1st October, 2021

Ms. Khushboo David James

Pune

Offer of Employment

Dear Khushboo,

Based on our discussions, we are pleased to offer you full time employment in our Company, *Roverpath ITES Pvt Ltd* ("the Company") subject to the terms mentioned herein.

This offer is subject to receipt of satisfactory references and proof of your eligibility to work in India.

1. Position

You shall join as the "Research Analyst", in the [Department of Operations and you will be located in Pune. You may be transferred in future to any other location, as may be required by the Company at any given point of time.

2. Compensation

Your Cost to Company (CTC) for the year will be INR 1,44,000 PA, (Indian Rupees One Lakhs Forty Four Thousand Rupees only) all inclusive; you shall be paid a fixed gross monthly remuneration of INR 12,000/- (Indian Rupees Twelve Thousand Rupees only) with deduction of PF & PT, on monthly basis. All payments are subject to Indian Income Tax, and other Statutory Laws as applicable.

The details of your salary break up and benefits are as described in detail in the Annexure enclosed herein. In addition, you shall be entitled to all statutory benefits provided to you under applicable local laws. You may also be entitled to emoluments or benefits, if any announced by the Company from time to time, and that may be prevailing at any point of time.

3. Joining Date

You are required to join on 21st September, 2021 at 12:30PM and report to Human Resources, failing which this offer will stand withdrawn and/or be treated as cancelled.

4. Code of Conduct and Disciplinary Action

Subject to the applicable provisions of laws, your employment will be governed strictly by the policies that may be framed and remain in force from time to time. The employment can be terminated simpliciter by giving seven (7) days' notice in writing by either you or the Company.

Roverpath

5. Obligations towards Previous Employment

Should you decide to accept this offer of employment, please be advised that the Company's policies require you to honor any agreement you may have with your previous employers? Furthermore, by signing this Offer Letter you confirm that you will not bring to your employment with the Company any information considered confidential and/or trade secret information of another entity, including any prior employer, and that you will not use any such confidential and/or trade secret information of another entity for purposes of your employment with the Company. In the event of any legal action taken or claim made by your previous employer(s) with respect to your employment with the Company, you alone (and not the Company) shall be liable and responsible for any costs or damages resulting from or related to the legal action or claim.

6. Confidentiality

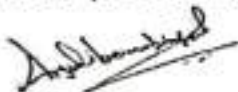
You are required to keep any and all communication from the Company, including the terms of this Offer Letter, strictly confidential and you shall not disclose the same to any third party. You may need to sign a separate agreement for Confidentiality at the requirement of the Company.

7. Written Confirmation

We request you to sign and return to us one copy of this letter acknowledging your unconditional acceptance of the above terms and conditions, preferably, within one week of your receipt.

We look forward to have you onboard for a successful and mutually challenging and rewarding relationship.

Yours sincerely,
For Roverpath ITES Pvt Ltd



Anjali Benrobinson
Human Resources

Declaration

I hereby unconditionally accept the terms and conditions mentioned in this offer document. I will submit a signed copy of the acceptance and keep the original document for my records.

Ms. Khushboo David James

Date:

Roverpath

LIST OF DOCUMENTS

You are required to provide copies of the following documents on the day of your joining:

- (a) 2 (two) copies of a recent passport size photograph of yours;
- (b) Copy of certificates supporting your educational qualifications;
- (c) Relieving/release letter from previous employer/s (if applicable);
- (d) Employment documents executed with the previous employer/s (if applicable);
- (e) Documents in support of your address (Current Address);
- (f) Provident Fund account number and related details (if applicable);
- (g) Copy of PAN Card; and Adhar Card
- (h) A copy of Form 16 (if applicable)

Your final appointment will be subject to the confirmation of the authenticity of the documents provided and all verifications and checks. A comprehensive appointment letter containing the terms and conditions, will be issued after your joining the Company.

Ms. Khushboo David James

Date:



Private & Confidential

Date : 14/09/2022

ASAD ALI IRFAN SHAIKH
PARMAR BUILDING FLAT NO 124, 1ST FLOOR, 1004 NEW MANA
PETH, MAHARASHTRA -411002

APPOINTMENT LETTER

Dear ASAD ALI IRFAN SHAIKH,

Subsequent to the meetings between Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix'/'Company') and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

1. Appointment

1.1 You shall be appointed to the position of Representative, Operations in Comp Grade 12. This would be your Social Job Title and your Job profile, would be Advisor | Chat Support. Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you. Job profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job profile for social purposes as well.

1.2 Your initial place of work shall be Pune.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time. On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from 18/09/2022 or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before 18/09/2022 failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at glen.james1@concentrix.com to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to HR Representative or any other person nominated by him/her.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.4

Concentrix Daksh Services India Private Limited
Registered Address: Hindustan Times House, Level 10, K G Marg, Connaught Place
New Delhi- 110001, India
01 11 08157746

CIN: U72900DL1000PTC109979

info@concentrix.com • www.concentrix.com

1.5 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing you from accepting this offer or starting work on the above mentioned date. (Document CheckSet)

2. Terms and Conditions:

2.1 Valid Passport:

(A) Comp Grade 12 & 11: Clause 2.1.1

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. If you do not hold a valid passport on the date of joining, you must apply for a passport and submit copy of your passport within 30 days from your date of joining. Failure to do so may lead to termination of your employment.

(B) Comp Grade 10: Clause 2.1.2

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. In the absence of a valid passport, proof of having applied for passport should be submitted on the day of joining and a copy of your valid passport should be submitted within 30 days from date of joining. Failure to do so may lead to termination of your employment.

2.1.3 If you are not an Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

2.2 While in the employment of the Company, you may be required to undergo mandatory on-the job training/s as per applicable policies and procedures of the Company, at the end of which an assessment may be conducted. If you do not clear the assessment then the Company reserves a right to either:

- a) Require you to undergo another training program; or
- b) Offer you a transfer to an alternate process (which may have a reduced pay structure) if declared "Not Suitable" for the process you were originally hired for. Please note that in the event of you not consenting to the transfer to the alternate process or to the reduced pay structure your services may be terminated; or
- c) Terminate your services.

2.3 The compensation offered to you is based on your employment history credentials including your prior work experience, the type of industry and compensation offered to you by the previous employer. If you are unable to produce documentary evidence (Please see the Document Checklist in the Annexure) to substantiate the same, your compensation shall be modified and the compensation offered in this Appointment letter shall no longer be valid.

2.4 Your employment with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your employment in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option,

Signature of Candidate

CNXREC/ART/AGHRA/TE/6.4

may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

2.5 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your services.

2.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions. Performance incentive will be applicable to you only after you commence regular working in operations.

2.7 The initial period of probation is 365 days from your date of joining. You will be deemed to be confirmed at the end of the probation period unless communicated otherwise, through normal and accepted modes of employee communication within the company.

2.8 During the period of probation, your services may be terminated by either party giving the other 15 Days notice or gross salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you gross salary for the notice period. However, no such notice or notice pay shall be payable in case your services are terminated on account of failing the background check, for misconduct or if you are unable to provide sufficient documentary evidence to establish your employment history credentials.

2.9 After confirmation and thereafter, your services may be terminated at any time by either party giving the other a 30 Days notice or gross salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you gross salary for the notice period. However, due to exigencies of business, the Company at its sole discretion may not agree to take the gross salary in lieu of notice and ask you to serve the entire or part of the notice period. No such notice or notice pay shall be payable by the organization in case your services are terminated on account of any misconduct by you.

2.10 In the event that you are transferred by the Company to another position (which may include transfer to a new role, competency, or office) or location of the Company, the terms and conditions applicable to the new position or location (including, but not limited to the compensation and benefits, allowances, entitlements, rules, regulations and conditions of service of such new position or location) shall apply to you.

2.11 You will automatically retire on attaining the age of 58 years. The age as declared in your application shall be binding on you. An extension, however, may be given at the discretion of the Company. You may be retired earlier if found medically unfit.

2.12 While in the employment of the Company, you are in no way allowed to be employed by 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.

2.13 You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.

2.14 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

2.15 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc. needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

Signature of Candidate
CNX/REC/ART/AGHR/AFTE/6.4

2.16 You are expected to maintain an acceptable level of performance during your tenure with the organization. Failure to meet expected standards may lead to initiation of Performance Improvement Plan and/ or termination in case of no improvement in performance.

2.17 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and not necessarily be on Sunday.

3. Confidentiality

3.1 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while in the employment of the Company.

3.2 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

3.3 Upon separation from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

3.4 You will abide by the information security policy of the company and all the rules and regulations contained therein.

3.5 Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

3.6 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc, shall be executed by you.

3.7 During the course of your employment you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential and you shall not disclose it to any unauthorized person.

4. The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring in to the organization, manuals, documents, papers, memos, and files etc., which are classified.

5. All communication between the employee and the Company shall deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.

6. This appointment is based on the information supplied by you in your application for employment and will otherwise be treated as null and void if a material error, in the Company's opinion is discovered and/or due to non-disclosure of relevant information about you to the company.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/5.4

**ANNEXURE - I
COMPENSATION DETAILS**

Name: Mohammed Kalf Peerzade
Designation: Process Executive
Effective From: November 7, 2022

Particulars	Per Annum (INR)	Per Month (INR)
Total CTC	2,05,800	17,150
Basic Pay	1,64,856	13,738
Dearness Allowance	-	-
House Rent Allowance	8,243	687
Motor Car Allowance	-	-
Children Education Allowance	-	-
Children Hostel Allowance	-	-
Gift Voucher	-	-
Health /Sport Club Membership Fees	-	-
Telephone and Internet Allowance	-	-
Leave Travel Allowance	-	-
Attendance Allowance	-	-
Canteen Allowance	-	-
Statutory Bonus	7,001	583
Shift Allowance	62	5
Employer PF Contribution	19,783	1,649
Employer ESIC Contribution	5,855	488
Total CTC	2,05,800	17,150

In addition to the above, please note:

1. You will also be entitled for a group medical coverage and group personal accidental coverage
2. ActioHX will invest in getting you trained for the job. A portion of that investment amounting to INR 15,000 will be charged on you, in case of you leaving the company within nine months of joining.

Name:

Sign:

Date:

Location:

Confidential

Page 2 of 2

Date: November 3, 2022

ActioHX Solutions Private Limited
(Formerly Entercoms Solutions Private Limited)
2nd Floor, M Agile, Pan Card Club Road, Baner, Pune-411045
Phone: +91 20 27405700 * Email: contact@actiohx.com
CIN No. U64202PN2004PTC154566 * www.actiohx.com

07-Dec-2021

Sufiyan Shaikh

House no 939 Suvarna Sagar Cycle Mart Kagadipura

Kasba Peth Pune Maharashtra 411011

India

Letter of offer

Dear Sufiyan,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Ops** in **WNS Global Services Pvt. Ltd.**, based at our **Pune - Magarpatta SEZ** office. The key components of your offer are as detailed below :-

Career band: Your career band would be **Professional**.

Role band: You would be placed in role band **A**.

Title: The title that you would be using both internally and externally would be **Associate - Ops**.

Compensation: Your Total Gross Pay will be **INR 3,07,714 (Indian Rupees Three Lakh, Seven Thousand, Seven Hundred And Fourteen Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

Joining Date: You are expected to join us by **07-Dec-2021**.

Place of work: Your place of work will be **Pune - Magarpatta SEZ**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition Group

Accepted and Agreed

Sufiyan Shaikh

[Signature]

Candidate's Name & Signature

1. TERMS & CONDITIONS:

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (Sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (Sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
- i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs / guidance required to discharge your duties effectively at the cost, efforts and time of the Company. In consideration of such training or skill enhancement programs, you shall serve the

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition Group

Accepted and Agreed

Sufiyar Shaikh

Sufiyar

Candidate's Name & Signature

- Company for a minimum period of six months from the date of your joining, failing which, the Company reserves the right to recover the losses suffered for imparting such training or skill enhancement programs from you.
- j. **Deployment / Redeployment:** The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.
 - k. You will automatically retire from the services of the Company on completing the age of 58 years.
 - l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
 - m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

2. OTHER CONDITIONS:

- a. **Medical fitness:** Your appointment / employment is subject to you being medically fit for employment.
- b. **Reference Checks / Background and testimonials verification:** Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. **Effect of Substance Abuse:** The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition Group

Accepted and Agreed

Sufiyan Sheikh
Sheikh

Candidate's Name & Signature

Annexure I

1. You need to furnish the following Documents at the time of joining WNS.
NOTE: joining will not happen without these documents.

A	Original copy of WNS offer letter
B	DATE OF BIRTH PROOF: Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - 1 copy
C	PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :- (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - 1 copy
D	PERMANENT ADDRESS PROOF : (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - 1 copy . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	EDUCATION QUALIFICATION PROOF : (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	PASSPORT SIZE PHOTOGRAPHS : 5 copies (with Red Background ONLY)
G	PAN NUMBER : Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	Professional Relieving or Experience Letter from previous employer (last 2 employments) or Accepted Resignation Letter from previous employer.
I	Salary Slip / Salary certificate from previous employer (last 2 employments). Bank statement if no salary slip from the Company.
J	Employee ID Proof : (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	Marriage Certificate (if applicable) OR Marriage Affidavit with Couple Photo
L	Self declaration Medical Fitness form : Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
 Corporate SVP - HR
 Head Talent Acquisition Group

Accepted and Agreed

Sufiyan Shaikh

Shaikh

Candidate's Name & Signature

NOTE:

- The same document may be used as proof for more than one of the above requirements.
 - Original copies to be brought along with copies for the purpose of verification.
2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

Documents.....

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
 - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
 - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

Information.....

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSF) if allocated.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition Group

Accepted and Agreed

*Sufiyas Shaikh
Shaikh*

Candidate's Name & Signature

Annexure B			
Name			
Title			
Role Band	:	Sufiyan Shaikh	
BU/EU	:	Associate - Ops	
	:	A	
	:	Travel	
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary			1,04,000
House Rent Allowance		8,000	96,000
City Compensatory Allowance		4,500	54,000
		2,121	25,449
Sub Total - I	A	15,621	1,87,449
Bonus / Incentive (4)		2,457	29,484
Company's contribution to Provident fund (1)	(a)	1,335	16,014
Company's contribution to ESI (3)		588	7,050
Sub Total - II	B	4,379	52,551
Total Fixed Pay	C = A + B	20,000	2,40,000
Bonus / Incentive at Maximum Level (4)	(b)	8,100	97,200
Gross Pay (CTC) at Minimum Level	D = C	20,000	2,40,000
Gross Pay (CTC) at Maximum Level	E = D + (b) - (a)	28,100	3,37,200
BENEFITS			
Gratuity payable As per Payment of Gratuity Act, 1972			
Note:			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition Group

Accepted and Agreed

Sufiyan Shaikh
Shaikh

Candidate's Name & Signature

HRD/InfosysBPM/1001997817

14-June-2021

Mr. Anuj Asokan

F.No-103, Shree Siddhivinayak Sankalp 1, Vaishali C-Wing, Wadachiwadi road, Undri , Pune- 411060

STRICTLY PRIVATE & CONFIDENTIAL

Dear Anuj Asokan,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

a)	Role	:	Process Executive
b)	Role designation	:	Senior Technical Process Executive
c)	Job Level	:	2A
d)	Date of Joining	:	16-June-2021
e)	Location of Posting	:	Pune
f)	Gross Salary per month	:	Rs. 25833/-

Please refer to the Appendices to this letter for details of your CTC and other allowances.

1. Voice and Shift Allowances

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- **Voice Allowance** - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.
- **Shift Allowance** - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

All allowances are payable as per the policies of the Company, which are subject to change from time to time

2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10 th standard marks card*	Mandatory
2	12 th Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 numbers (mandatory)
6	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
7	Post graduate mark cards* and certificate(if applicable)	Mandatory
8	NSR registration number or ITPIN number or web registration number	Mandatory
9	Passport**	Optional
10	Driving License	Optional
11	ID Proof - One ID proof issued by the Govt. of India - Driving license /Passport/PAN Card/Voter's ID	Mandatory
12	Aadhar Card***	Mandatory

* Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

** The Company reserves the right to initiate background verification (BGV) for all employees.

*** Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

4. Background Verification

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

5. National Skills Registry

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empaneled background checkers will have to be borne by you. For more information on national skills registry, please visit www.nationalskillsregistry.com.

6. Relocation benefits

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

7. Transfer/Secondment

Please refer to the 1 page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. Probation can be extended for a further period at the sole discretion of the Company.

Please note that as per the Company's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 7th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8 month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination. If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

11. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

12. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

13. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

14. Other Terms & Conditions

- You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.
- All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.
- You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.
- You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.
- Validity of this letter would be 7 days from the offer. The offer will be void if not accepted within 7 days of issuance. Your employment is also contingent upon your starting work with the Infosys BPM as per the joining date mentioned.

In token of your acceptance of this offer, kindly sign and return a copy at the earliest to:

Mr. Dependra Mathur
Head Human Resource Development – BPM
Infosys BPM Ltd,
Building 48, 4th Floor, Section 1,
Electronic City, Hosur Road,
Bangalore -560100

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

Dependra Mathur

Dependra Mathur
Head Human Resource Development – BPM

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

Date: _____, 20____

Sign your name

Print your name Location

Please carry this letter with you as you would have to produce the same to the security personnel for entry into the premises of the Company. Also, please carry with you a photo identity card and address proof that you have (Passport, Driving License, Voters ID card etc.) which would have to be produced at the time of joining. Failure to produce the documents as stated in original, this Offer of employment shall deemed to be cancelled and withdrawn and no rights shall arise or enforceable by you under this Letter of Offer.

APPENDIX 1

COMPENSATION DETAILS

Name	Anuj Asokan	
Role Designation	Senior Technical Process Executive	
Job Level	2A	
Date of Joining	16-June-2021	
Location of Posting	Pune	
Fixed Components	Amount in INR per month	
Basic	13900	
Fixed Dearness Allowance (FDA)	1100	
Basket of Allowances (BOA)*	5921	
Sub Total 1	20921	
Statutory Components		
Company Contribution to Provident Fund	1800	
Gratuity	722	
Bonus	2390	
Sub Total 2	4912	
Gross Salary per month - Sub Total 1+2	25833	
Total Annual CTC	309996	

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

Voice Allowance (paid monthly on individual performance and allocation to a voice process)	Rs 2500
Shift Allowance (paid monthly if you are working in night shift)	As applicable

* Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein

Offered by: Date: 14-June-2021 Sign your name Fallevi Print your name 964624 HRD Emp No. Dept. Name	Candidate: Date: _____, 20____ Sign your name Anuj Asokan Print your name	SAP data provided by: Date: _____, 20____ Sign your name Print your name Emp No. Dept. Name	SAP data updated by: Date: _____, 20____ Sign your name Print your name Emp No. Dept. Name
--	--	--	---

APPENDIX 2

Deductions*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13 th /14 th month from joining	Up to Rs. 133/day*
Transport** (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250** - Rs. 1085**

*The amounts mentioned above are indicative and may vary based on location of posting.

**The above amounts are subject to change.

*The first deduction mentioned above will be made in the 13th /14th month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

APPENDIX 3

Shift Definition			
In Time	Total Hours	Out Time	Shift
Shift 2 - From 2:30 PM to 5:29 PM			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
Shift 3 - From 5:30 PM - 2:29 AM			
5:30 PM	9:15	2:45 AM	3
6:00 PM	9:15	3:15 AM	3
6:30 PM	9:15	3:45 AM	3
7:00 PM	9:15	4:15 AM	3
7:30 PM	9:15	4:45 AM	3
8:00 PM	9:15	5:15 AM	3
8:30 PM	9:15	5:45 AM	3
9:00 PM	9:15	6:15 AM	3
9:30 PM	9:15	6:45 AM	3
10:00 PM	9:15	7:15 AM	3
10:30 PM	9:15	7:45 AM	3
11:00 PM	9:15	8:15 AM	3
11:30 PM	9:15	8:45 AM	3
12:00 AM	9:15	9:15 AM	3
12:30 AM	9:15	9:45 AM	3
1:00 AM	9:15	10:15 AM	3
1:30 AM	9:15	10:45 AM	3
2:00 AM	9:15	11:15 AM	3
Shift 4 - From 2:30 AM - 5:30 AM			
2:30 AM	9:15	11:45 AM	4
3:00 AM	9:15	12:15 PM	4
3:30 AM	9:15	12:45 PM	4
4:00 AM	9:15	1:15 PM	4
4:30 AM	9:15	1:45 PM	4
5:00 AM	9:15	2:15 PM	4
5:30 AM	9:15	2:45 PM	4
Shift 1 - After 5:31 AM (anytime swipe after 5:31)			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
Shift 1-After 12:30 PM- 2:30 PM			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			
Shift 0-After 6:30 AM (any time after 6:30 AM)			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

Shift Allowance Payout Scenarios

(Optional: Shift Allowance cycle is from 1st - 30th /31st of the previous month)

Shift 0:

Refer appendix above for timings, this shift is not eligible for any allowance.

Shift 1:

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

Shift 2:

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

Shift 3:

Refer appendix above for timings, this is eligible for an allowance of 2,000/- per month.

Shift 4:

Refer appendix above for timings, this is eligible for an allowance of 2,300/- per month

APPENDIX 4
ADDENDUM TO EMPLOYMENT LETTER

I, _____ do hereby acknowledge and confirm the following:

- (1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number _____ effective from _____. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.
- (2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").
- (3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with InfosysBPM for any reason, I will not:
 - a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM;
 - b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited
- v. Accenture Limited
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:

Acknowledged by Infosys BPM Limited:

Oct 1st, 2021

Shaikh Hafsa Noorulain,

Pune

Offer Letter

We are pleased to extend an offer of employment to you for the position of **Junior Software Engineer** at Broadstairs IT Solutions. This is a permanent full time position and you will be based at our corporate office in Pune.

The 'Annual Total Employment Cost' offered to you for the position is **Rs 120,000/-**. The detailed break-up of the offer and an overview of the terms and conditions are mentioned in

Annexure – I.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time.

We welcome you to join us and the detailed appointment letter will be given to you within 1 month of your joining the services of the company.

You will be required to abide by the terms and conditions put forth in the said employment letter.

We welcome you to the Broadstairs IT Solutions family and hope it will be the beginning of a long and mutually beneficial association.

Kindly acknowledge the receipt of the offer as an acceptance.

Yours sincerely,

For Broadstairs IT Solutions


Waseem Sajjad

Founder

Shaikh Hafsa Noorulain 

The undersigned hereby accept the above mentioned terms and conditions.

ANNEXURE – I TERMS & CONDITIONS

1. **Category: Jr Software Engineer**
2. **Employment:** Your employment is subject to satisfactory completion of your probation period, shall continue until your retirement age or until termination. You will be employed at our corporate office in Pune.
3. **Probationary Period:** Your probationary period will be for three months, and may be extended by the Management in its discretion. You will be duly notified of any such extension.
4. **Working Days/Hours:** Your total working days will be as per the company policy and it may change from time to time. At present, you will be required to work from Monday to Friday. This entails a 45 - hour work week. Specific working hours will be determined by mutual understanding. You may be required to work outside the official hours depending upon the urgency, from time to time. No overtime payment or compensation leave will be granted.
5. **Leaves:** You will be permitted to take 18 working days as leave as per company policies. These will accrue as 1.5 days per month of work completed. Any additional leaves taken will be subject to the company's policies. Any leaves taken should be communicated in writing to the management.
6. **Tax Liability:** You will be responsible for all tax liabilities (Income Tax, Employment tax, etc.) arising out of payment pursuant to your employment with the Company. Please provide your PAN details and investment declaration to avail income tax exemption wherever applicable.

Shaikh Hafsa Noorulain



The undersigned hereby accept the above mentioned terms and conditions.

7. Remuneration: Your total fixed pay will be INR 120,000/- per annum (post completion of the probationary period) comprising the following components:

STIPEND	Rs (Monthly)	Rs (Yearly)
Total		120,000.00
Basic Salary		36,000.00
House Rent Allowance		24,000.00
Conveyance		12,000.00
Medical Allowance		19,200.00
Variable Allowance		15,600.00
Personal Allowance		13,200.00
DEDUCTIONS		
TDS		2,400.00
Professional Tax	Per Regulations	Per Regulations
Employee Contribution to PF	NA	NA

Notes:

- Income Tax and other tax deduction workings will depend on your declaration of investment and will be deducted at source as per applicable laws, government policies and the prevailing rate.
 - Basic salary will be applied for benefits calculations such as retirement benefit. Your total remuneration will be payable in twelve equal monthly instalments.
 - Other special allowance is payable only if your employment with the company continues for a period of 1 year. If a resignation or termination notice is given prior to the end of this period, this allowance will be forfeited.
8. Notice Period for Termination: During your probationary period, either party can terminate the employment by giving the other party a one-week's notice or payment in lieu of Notice. After the probationary period, the company can terminate the employment by giving the employee a one month written notice or payment in lieu of notice. In the event of a resignation, the employee must give a One month written notice. The final notice period to be served out will be at the discretion of the company for a maximum duration of one month and the payment will be made on the basis of the finally served duration. Post termination of employment or the probationary period, you agree to and will not engage in employment with any of our clients for a period of 1 year from your date of termination. You further agree not to recruit additional employees of the company for a period of 1 year from the date of your termination.

Shaikh Hafsa Noorulain _____

Hafsa

The undersigned hereby accept the above mentioned terms and conditions.

9. **Outside Employment/Activities:** You will not undertake outside employment or activities with or without remuneration. If your outside activity, if any, is not approved by the Management and you decide to engage in the activity, your employment may be terminated without any notice or compensation. Any work done during your tenure at the firm will be a property of Broadstairs IT Solutions. Intellectual Property for the same will belong to Broadstairs IT Solutions unless otherwise approved by the management
10. **Confidentiality:** You shall keep secret and shall not at any time (whether during or after the period of your employment) use your own or advantage, or reveal to any person, firm, or company, any of the trade secrets, business methods, client lists, employees, contractors or other information which you knew or ought reasonably to have known to be confidential concerning the business or affairs of the Company or any of their related companies or any of their clients.

Your employment terms should be treated with the strictest confidence. Please sign and return to us the enclosed duplicate as your acceptance of the offer. This offer of employment is valid up to 05th Oct 2021.

Shaikh Hafsa Noorulain



The undersigned hereby accept the above mentioned terms and conditions.

November 17, 2021

Moiz Shaikh
Subhedar Wasti, ward no.2,
Shrirampur Dist. Ahmednagar.

Appointment Letter

Dear Moiz,

With the reference to your application and subsequent discussion, we are pleased to offer you an employment with "Opus Solutions Private Limited" as a 'Tech Engineer' in Band B2A. Your Date of appointment is on or before December 01, 2021.

1. Compensation

- I. Remuneration - your annual cost to company **INR.3,50,000** details of which are provided in Annexure A of this Agreement.
- II. Please note that the details of the compensation payable to you are strictly confidential between you and the Company and you shall not disclose these particulars to any other person.

2. Place of Work

- I. Initially you will be posted at our office at Commerzone, 1st Floor, Building no.4, Survey no.144 and 145, Samarth Ashoka Path, off Airport Road, Yerwada, Pune 411006, and Maharashtra, India. And you have to report at 9.30am
- II. The Company may also depute you to any work or assign your services to any affiliates, associate company, branch, office, joint venture, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You may also be required on a temporary basis to work at any office based in India or overseas.
- III. After your initial posting or induction or on boarding process you may be instructed to work from home permanently /temporarily / project based/time based as per the discretion and requirement of the Management. In case you are instructed to work from home you may be required to report at Pune office with prior notice.

3. Extent of Service

You are expected to devote your entire working time, energy, and attention exclusively to your duties in connection with the Company, and shall not take up employment, full time or part time, in any other organization while in employment with the Company. You may, after obtaining prior permission of the Company and subject to such terms as may be specified whilst granting such permission:

- Deliver lectures,
- Participate in seminars and conferences,
- Author works for publication,
- Accept positions or offices (whether for profit or otherwise) in any trust, firm, society, club, company, corporation or the like.

4. Conflict of Interest

You are advised to avoid conflicts of interest between you as an employee and the interest of the Company in dealing with suppliers, customers and other individuals and organizations doing or seeking to do business with the Company. If any potential conflict of interest does arise, you will promptly notify this to the management.

A few examples of potential conflicts of interest are:

- For you or any dependent member of your family to have an interest in any organization which has business dealings with the Company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held companies which are quoted in an open market.
- For you to use or release to a third party any data or decisions, plans, competitive bids or any other information concerning the Company which might be prejudicial to the interest of the Company.
- For you or any dependent member of your family to accept commission, a share in profits, loans (other than from established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the Company.

The Management as a matter of policy conducts random audits of the employees. As an employee of the Company you shall be duty bound to assist the audit team conducting audit by allowing access to your computer equipment, desktop, information stored on cloud or any other format, memory bank etc. and other such medium. The audit team shall have access to all the communication received or shared or preferred by you during the course of your employment including any work put in by you individually or collectively with your colleagues.

5. Code of Conduct

The Code of Conduct policy outlines the standards of business behaviour that we expect all employees to live by. It is important for you to fully understand the philosophy and the value system emphasized by the Code of Conduct and assimilates and follow the same.

6. Trade Secrets and Confidential Business Information

You shall not, while employed by the Company, disclose or use for the benefit of yourself or any other person, partnership, firm, corporation, association, or other legal entity, any of the trade secrets or confidential business information of the Company. Trade secrets of the Company include, but are not limited to, any and all management information, proprietary and technical information of the Company in the nature of computer techniques, programs, services, systems, inventions, and the like employed by the Company and/or its affiliates in India or abroad in the development and operation of its computer products and services.

Confidential business information of the Company includes any information other than trade secrets that is of any value or significance to the Company and not generally known to competitors of the Company nor intended by the Company for general dissemination, including but not limited to, policies, strategies, lists of the Company's current or potential customers, prospective leads or target accounts, the identity of various suppliers of products or services, pricing schedules, computer programming needs of its customers, information as to the profitability of specific accounts, and information about the Company itself and its executives, officers, directors and employees.

7. Restrictive Covenants

You will at all times be alive to the need to maintain the reputation of the Company and refrain from taking any action or making any statement that could discredit the reputation of Company or its products or services.

During your employment with the Company you shall not, directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer own or operate in India or elsewhere a business offering computer software products or services in competition with the business of the Company.

Within the one (1) year period immediately following your separation from the Company regardless of the reason thereof, you shall not solicit, induce, aid or suggest to any of the employees, consultants to, or other persons having a substantial contractual relation with the Company to leave such employ, cease counselling or terminate such contractual relationship with Company.

8. Duty To Return Company Property

The Company properties and assets including, but not limited to, the Company products, customer correspondence, internal memoranda, photocopies of products and designs, sales brochures, price lists, customer lists, any customer information, sales literature, notebooks, computer training materials, textbooks, and all other like information or products, including all copies, duplications, replications, and derivatives of such information or products, acquired by you at any time during your employment and any residential accommodation, automobile, furniture, fixtures, fittings and furnishings, communication equipment, two-wheelers and all other items which may have been made available to you, shall remain the exclusive property of the Company and shall be returned to the Company no later than the final date of your employment with the Company. Until such time as all such property is returned as abovementioned, the Company shall be entitled to withhold any salary, emoluments or other payments due to you then or in future payable to you, and may further, at its discretion, deduct there from the full value of the said property/properties calculated at its then replacement price. This is always without prejudice to the Company's rights in law to take such other legal action against you as is applicable to it as also to its right to recover the full amount of the replacement price, if the dues then payable to you are not sufficient to cover fully the said replacement price. The Company shall be entitled to recover from you and you shall be bound and liable to make good to the Company any loss suffered by the Company on account of misuse of the Company's property by you and/or any damage occasioned to the Company's property whilst in the custody of or entrusted to you.

9. Inventions, Ideas, Processes and Designs

All inventions, ideas, processes, programs, codes, software and designs (including all improvements) (i) conceived (whether or not actually conceived during regular business hours) or made by you during the course of your employment with the Company, and (ii) other ideas, techniques or principles related to the business of the Company, shall be "works for hire" and disclosed in writing promptly to the Company and shall be the sole and exclusive property of the Company. You shall cooperate with the Company and its attorneys in the preparation of patent, copyright and other applications for such developments and shall promptly assign all such inventions, ideas, processes, and designs to the Company. The decision to file for patent or copyright protection or to maintain such development as a trade secret shall be in the sole discretion of the Company, and you shall be bound by such decision.

10. Termination of Employment

- I. Your appointment with the Company is liable to be terminated by the Company, without any cause, by giving you 90 day's written notice or salary in lieu thereof, or
- II. You may terminate your employment with the Company by giving to the Company 90 day's written notice or by payment of salary in lieu thereof. Provided that the option of payment of salary in lieu of Notice shall only be at the sole and absolute discretion of the Company. The Company has discretion to forgo or reduce the notice period and salary in lieu of notice taking into consideration mitigating circumstances.

You agree and undertake to work with the Company during the aforesaid term of notice. You further agree that in case you fail to give the requisite notice, or do not perform your services during your notice period and or remain absent from duty during any part of the notice period without approval of the Company, the Company shall be entitled to make proportionate deductions from your salary or any other payments due to you for such absence.

You further agree and understand that giving of prior written notice and completion of the notice period is a material obligation of yours, inter alia to ensure smooth handover of your assignments/tasks to other personnel of the Company and to avoid any undue interruption of business/activities of the Company. Accordingly, if you terminate your employment in violation of this Clause 10 (b), you shall, in such a case, be immediately obligated to pay to the Company, an amount equal to your gross salary for the notice period not served, as damages, in one lump sum payment. Provided that no provision of this Clause is intended to curtail, reduce or otherwise affect adversely any other rights that the Company may have against you in respect of unlawful termination by you or any other breach(s) under this Agreement or any other policies or agreement with the Company.
- III. If at any time, in the opinion of the Company, which shall be final and binding, you are found guilty of dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, commission/omission which may be prejudicial to the interest of the organization, absence from duty without permission, or of any conduct unbecoming of the status or the post you hold in the Company, or of any other conduct considered by the Company as detrimental to its interests or in violation of one or more terms and conditions of your employment, or any Breach of this Agreement or policies of the Company, or any other conduct known or construed as 'Moral Turpitude' the Company shall be entitled to forthwith terminate your employment, without any notice, and salary in lieu of notice or compensation.
- IV. If at any time during the course of your employment the Company finds that the credentials, information, reference, salary details shared by you while securing employment with the Company your employment shall stand terminated with immediate effect with liberty to the Company to initiate necessary legal recourse.

11. Health Examination

Your employment is subject to you being medically fit. You may be examined at any time during your employment by a doctor of the Company's choice to determine your medical fitness to continue to work for the Company. The doctor's opinion in this regard will be binding on you.

12. Retirement

Retirement age for all employees in general shall be 60 years.

13. Background Verification

The Company may conduct a background check verifying your education, previous employment, present address and any other information as may be deemed reasonably necessary by the Company. Should such background check prove unsatisfactory or the facts have been misrepresented to seek employment, the Company shall deem it to be a misconduct on your part and the Company shall have the right to terminate your employment with immediate effect (and without any notice period).

14. Offer Validity

Kindly confirm your acceptance of the above terms and conditions and the date of joining, by signing and returning the enclosed copy of this offer/Appointment letter by **November 18, 2021**. In case we do not receive your acceptance in writing by the date mentioned above, this offer shall stand withdrawn automatically.

Pallavi Shah
HR Leader
Opus Solutions Private Limited

I, **Moiz Shaikh**, have read and understood the above terms and conditions governing my services and employment with Opus Solutions Private Limited and the same are acceptable to me.

Place:

Signature:

Date:

Enclosed:

Annexure A – Salary Break up

Annexure B – Other Benefit

Annexure A		
SALARY BREAK UP SHEET		
Employee Name:	Moiz Shaikh	
Job Title:	Tech Engineer	
Band:	B2A	
(A) FIXED COMPONENTS	Monthly	Annual
Basic Salary	15,000	1,80,000
House Rent Allowance	7,500	90,000
Leave Travel Allowance	1,250	15,000
Supplementary Allowance	395	4,742
Meal Allowance		
Statutory Bonus/Ex-gratia	2,500	30,000
Total Fixed Pay (TFP)	26,645	3,19,742
(B) Retrials		
Gratuity	722	8,658
Employer's Contribution to PF	1,800	21,600
Cost to Company (CTC)	29,167	3,50,000
Note: 1. All amounts in Indian Rupees. 2. Monthly Salary is subject to deduction of Professional Tax, ESIC and Income Tax (as applicable) 3. The organisation reserves the right to amend/alter the compensation structure. 4. All other terms & conditions remain unchanged.		

Acceptance I, Moiz Shaikh, have read and understood the above Compensation package relating to my services and employment with the company and the same is acceptable to me.

Place:

Signature:

Date:

Annexure B

1. Insurance:

- 1.1. **Health Insurance Policy:** You shall be insured under Group Health Insurance Policy. The insurance covers your immediate family (Self + Spouse + 2 Children) for a maximum sum of INR.300,000.
- 1.2. **Personal Accident Policy:** You shall be insured under Personal Accident Policy for a sum of 36 times of monthly basic salary from the actual date of joining.
- 1.3. **Term Policy:** You shall be insured under group term policy for a sum of INR.15,00,000 from the actual date of joining.

2. Leave:

- 1.1. **Annual (privilege or earned) leave:** 13 days of Paid Leave during the calendar year i.e., January to December.
- 1.2. **Casual Leave:** 08 days of Casual Leave during the calendar year i.e., January to December.
- 1.3. **Other Holidays/Leave:** (10) as per the list released by the company.

3. Provident Fund:

Contribution to Provident Fund is made as per Employees Provident Fund and Miscellaneous Provisions Act, 1952 as amended from time to time.

4. Gratuity:

In the event of termination of your employment with the Company, after the 5th (NEW CODE provides 1 year, yet to be implemented) year of continuous service with the Company, you will be entitled to receive a gratuity payment from the Company in accordance with the Payment of Gratuity Act, 1972 as amended from time to time.

5. ESIC:

Only eligible employees are covered under Employees State Insurance Act 1948 as amended from time to time. It is a multidimensional social security system tailored to provide socio-economic protection to employee population and their dependents covered under the scheme besides full medical care for self and dependents. This is health statutory benefit by law for the employees.

6. Statutory Bonus:

Statutory Bonus, if applicable, is paid as per 'Payment of Bonus Act (1965)' as amended from time to time.

7. Performance/Variable Bonus:

Bonus will be applicable as per company policy

8. Food Coupons:

You shall be entitled to food coupons up to a maximum limit of INR.26,400 per annum

9. Amendments.

Any amendments or modification of this Agreement shall not be binding unless made in writing and signed by the Company through an authorized officer and yourself

Pallavi Shah
HR Leader
Opus Solutions Private Limited

Acceptance I, Moiz Shaikh, have read and understood the above Compensation package relating to my services and employment with the company and the same is acceptable to me.

Place:

Signature:

Date:



SGMS INFOTECH LLP

Office No.4, SN 26, ABC Junction,
Front of Akurdi Railway Station,
Nigadi Pradhikaran, Pune - 411044
Web : contact@sgmsinfotech.com
E-Mail : www.sgmsinfotech.com
Contact : +91 8275329929

Ref. No. : SGMS/2022/JI0201

Date : 07 / 02 / 2022

To,
Anjuman Khairul Islam
Poona College of Arts , Science and Commerce College
Camp, Pune - 411 001

Subject: Confirmation of the Project work and Accepting your Student as Project Interns.

Respected Sir/Madam,

It to bring your kind notice that **Mr. Shaikh Noman Rahimuddin** has been short listed in our organization as a Project Intern on **Java Technology** for a period of **07 February 2022 To 30 June 2022**, within the period, intern is expected to follow the entire stipulated rule and regulation put forwarded by the Organization.

During the training process, the Project trainees are subjected to vital information, which is very crucial and personal to the organization. The secrecy of the information should be protected at every stage. The information provided by the trainee is consider to be the soul proprietary of the SGMS Infotech LLP, and if founded to be leaked under any circumstances, Project trainee is subjected to face the legal action taken by the legal cell of SGMS Infotech LLP.

If the trainee accepts the offer, within the specified legal guideline of SGMS Infotech LLP, Please attest the same with your initials along with the initials of the trainee and return the same in duplicate to organization at the time of him/her joining the project work. The trainee also should submit curriculum vitae with all necessary details for our official reference and attendance will be send to for the academic references.




SGMS Infotech LLP
Director



Profecia Links Consulting Pvt. Ltd.

...challenging limits.

To,
Mr. Faizan Memon

APPOINTMENT LETTER

Dear Faizan,

We are pleased to appoint you as Software Engineer Grade A2 with Profecia Links. The terms and conditions of your employment, that govern the basis of our mutual relationship, are outlined below:

1. The appointment will commence from the day of joining i.e. Feb 16th, 2022
2. Your annual entitlement is INR 7,00,000/- distributed as below

	Yearly(INR)	Monthly(INR)
Gross Salary	7,00,000	58,333
Basic	2,10,000	17,500
HRA	1,40,000	11,667
Bonus	2,10,000	17,500
Food Allowance	18,720	1,560
Conveyance	19,200	1,600
Special Allowance	1,02,080	8,507
		58,333
Less : Deduction		
Professional Tax	2,500	200 / 300
Net Salary		58,133/ 58033

3. You will be on probation for a period of two (2) months, which may be curtailed or extended at any time during or at the end of the said probation period at the sole discretion of the management. During the period of probation, the appointment is terminable either by the management or by you, by giving one-month notice. After confirmation the notice period liability from either side would be one-month notice or salary (Basic + Special Allowance) in lieu thereof.

4. Initially you shall be posted at our Pune facility.

Profecia Links Consulting Private Limited
Suite #614 South Tower,
Sacred World,
Wanowrie – Pune – 411040

However, you could be transferred to any of our offices/facilities, whether in India or abroad, on the same or similar terms and conditions of employment.

Additionally, depending upon your suitability, you may be deputed to work at any of the

Profecia Links offices, or any of their clients at the client sites, whether in Middle East or elsewhere.

In case of such deputation you shall be treated as having bound yourself to serve that Profecia Links office for the deputation period and for any stipulated period thereafter, and the same shall be treated

as a contract period vis-à-vis this contract of service. Accordingly you shall be required to sign a non-disclosure/confidentiality agreement with that office.

5. During your employment with Profecia Links, you are obliged to work exclusively for us.

6. Confidentiality of Salary Information :

a) Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

b) You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the Company except to your immediate superior/ Head of the HR.

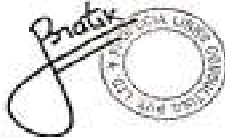
c) In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

7. You will maintain an excellent standard of discipline, efficiency, effectiveness, and integrity and complete the work assigned to you to the best of your ability. You will discharge your duties diligently and shall devote all your time and attention to the interest of the company.

8. You will abide by the Rules and Regulations of the Company which are in force and the company shall have the right to vary or modify any or all of the above terms and conditions of service, which shall be binding on you. During the employment with the company you will also be Governed by the company's policies and rules regarding leave.

9. You are required to intimate the management of any change in your residential Address/correspondence address, along with the contact phone numbers, failing which any Communication sent on your last recorded address shall be deemed to have been secured on you.
 10. If you are provided any specialized training in Profecia Links., You may be required to sign a bond with the company that guarantees a certain length of your employment with Profecia Links.
 11. Please sign a duplicate copy of this appointment letter as a token of your acceptance.
 12. You are requested to report at 10.00 am on the day of your joining.
- We wish you the very best and welcome you to our organization.

Yours sincerely,



Pratik Batra

Email: p.batra@profecialinks.com



Web Soft IT Solution
Innovative Solutions

WEB SOFT IT SOLUTION

Office Address: 1st Floor, Building C-2, Manikmoti Complex, Near Jivandhara Hospital,
Pune- Satara Road, Katraj Chowk, Pune- 411046.

Mobile No: +91-7755945544 E-mail: websoftitsolutionpune@gmail.com

Website: www.websoftitsolution.com

REF: Int-WS202089-2021

OFFER LETTER

Dear Rayyan Ismail Shaikh,

With reference to your application and subsequent interview with us, we are pleased to appoint you as Java Developer-L1 Level with Websoft IT Solution, Pune.

We take this opportunity to welcome you to Websoft IT Solution Pune. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

Date of Joining:

1st March 2022

Branch Name:

Computer Science

College Name:

A. K. I poona college of arts and science

Location/Transfer:

You will be based out of our Pune location. The company may require you to work at other company locations and on customer's site, both inside or outside India.

As abided by intellectual property and confidentiality policy of Web Soft IT Solution Pune.

We wish him every success in life.



[Handwritten Signature]

AUTHORIZED PERSON SIGN

WEB SOFT IT SOLUTION PUNE

www.websoftitsolution.com



Offer: Computer Consultancy
Ref: TCSL/DT20142469678/Pune
Date: 03/04/2022

Mr. AZAM SALIM BOMBAYWALE
427, Indiranagar, Gultekdi,
Pune-411037, Maharashtra.
Tel# 8888339321

Dear AZAM SALIM BOMBAYWALE,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,18,887/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

TCS Confidential
TCSL/DT20142469678

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tower, Ground Floor, 5th & 10th/A/1/129, CTS 1995, Nagar Road, Vashi, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

Registered Office: Normal Building, 5th Floor, Nanman Point, Mumbai 400 021

TCS Careers Service Line: 1800 209 3113 Email: careers@tcs.com



COMPENSATION and BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹9,700/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹3,880/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

You will be eligible for a conveyance allowance of ₹800/- per month.

3. Leave Travel Allowance

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



4. Sundry Medical Reimbursement

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for ₹6,000/- per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

5. Food Coupons

You will be eligible for food coupons of ₹500/- per month.

6. Personal Allowance

You will be eligible for a monthly personal allowance of ₹2,880/- per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

1. Monthly Performance Pay

You will receive a monthly performance pay of ₹4,950/- .The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance

2. Quarterly Variable Allowance

Your variable allowance will be ₹550/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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

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

Performance Pay will be effective upon successful completion of the Initial Learning Programme.



OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹5,000/-per insured person and hospitalisation expenses up to ₹95,000/- per insured person.
- ii. Premium - Basic premium for self, spouse and first two children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependant parents/parents-in-law or remaining children (over and above the first two children), the applicable premium-per insured person is to be borne by you.

2. Higher Hospitalisation

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

- i. Entitlement - You and your enrolled dependants will be entitled for ₹7,00,000/-as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

* The above Health Insurance Scheme is subject to revision.



Loans

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

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

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

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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



TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL Selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

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

TCS Confidential
TCSL/DT20142469678

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

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



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

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

Mobility

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

6. Compensation Structure/Salary components

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



7. Increments and Promotions

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

8. Alternative Occupation/Employment

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

9. Confidentiality Agreement

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure.

11. Overseas Deputation/International Assignment Agreement

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation. Accordingly, you will be required to sign the applicable Overseas Deputation/International Assignment Agreement/s. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.



If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. TERMS and CONDITIONS

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

13. TATA Code of Conduct

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

14. Notice Period

TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued/terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued/terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice. You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No.10.

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

15. Retirement

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

16. Pre-employment Medical Certificate

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



17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and/or any other permissions and/or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
 - Standard X and XII mark sheets
 - Degree certificate and mark sheets for all semesters
 - Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
 - Birth Certificate/Proof of Age
 - Work permit and/or any other documentation as prescribed by Government of India
 - Passport
 - 6 photographs
 - Medical Certificate
 - An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer
- The original documents will be returned to you after verification.



20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training ("Initial Learning Programme") at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

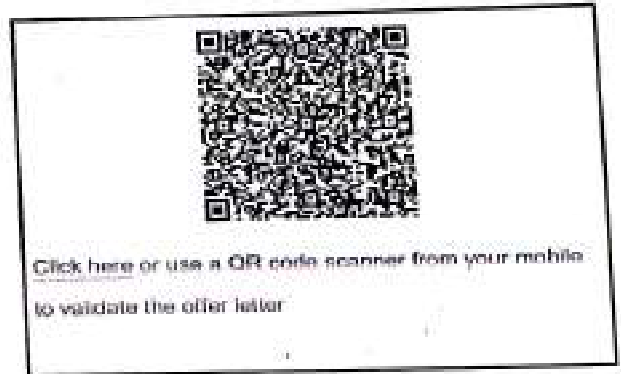
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **TATA Consultancy Services Limited**

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Gross Salary Sheet
Annexure 2: List of TCSL Centres

TCS Confidential
TCSL/DT20142469678

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiana, Ground Floor, S.No. 101/A/1/129, CTS-1995, Nagar Road, Yerwada, Pune-411 006 India

Tel: 91 20 6638 7777 Fax: 91 20 6606 7107 Website: www.tcs.com

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

TCS Career Services: 1800 209 3111 Email: careers@tcs.com



GROSS SALARY SHEET

Annexure 1

Name	AZAM SALIM BOMBAYWALE
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	9,700	1,16,400
Bouquet Of Benefits #	9,368	1,12,420
2) Performance Pay **		
Monthly Performance Pay	4,950	59,400
Quarterly Variable Allowance*	550	6,600
3) Annual Components/Retirals		
Health Insurance	NA	4,500
Provident Fund	1,164	13,968
Gratuity	466	5,599
Total of Annual Components & Retirals	1,631	24,067
TOTAL GROSS	26,199	3,18,887

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

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

Component Category	Monthly	Annual
House Rent Allowance	3,880	46,560
Conveyance Allowance	800	9,600
Leave Travel Assistance	808	9,700
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
Personal Allowance	2,880	34,560
GROSS BOUQUET OF BENEFITS	9,368	1,12,420

Regional Offices

Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5 th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601	Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, B2, EPIP, Whitefield, Bangalore - 560 066 Tel: 080 - 67247000 Fax: 080 - 28410114
Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555	Delhi Lead-Talent Acquisition Tata Consultancy Services 5 th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735
Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222	Kolkata Lead-Talent Acquisition Tata Consultancy Services 11th Floor, Omega Tower, Bengal Intelligent Park, Plot - A2, M2 & N2, Block EP & GP, Sector -V, Saltlake Electronics Complex, Kolkata - 700 091 Tel: 033 - 66366000 Fax: 033 - 66366001
Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001	Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190
Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 - 66087777 Fax: 020 - 66087107	Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499



POWERED BY EXCELLENCE
DRIVEN BY VALUES

HRD/3T/11-12/KCE-120

JD=5E8Dha4|||

Mr. Pathan Almas
Candidate ID: 4229048
Bhavani Peth,
Pune 411001

9/04/2022

Dear Almas,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Systems Engineer in Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**.

The location of your initial reporting and training will be **Pune, India**. The date of your joining would be **9 April 2022**

Your Total Gross Salary as applicable has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

The location of posting would be communicated to you upon successful completion of training. The duration of the classroom training and the location of posting will be purely based on business requirements. Company will solely reserve the right to make any further changes to the date of joining.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to Infosys Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Encl.: Annexure to the offer (as applicable to you).

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

Pathan Almas
Your name in capital letters

[Signature]
Your Signature

Date: 09/04/2022

Location: Bhavani peth, Pune.

Annexure to your Offer of Employment [HRD/3T/11-12/KCE-120] as Systems Engineer / Systems Engineer - Trainee

Welcome to Infosys!

Presented here are the details that refer to our offer of employment to you in the Role of **Systems Engineer in Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**. This is to be read in conjunction with your offer of employment dated June 29, 2011.

Infosys has a broad-banded, Role and competency based structure and all Roles are mapped on to 9 Job Levels.

01. Training Period:

The training program would consist of classroom training and on-the-job training. The duration of the classroom training would be purely based on business requirements. Your confirmation will be based on your positive contribution to the Company's objectives. Based on business requirement, period of training can be extended for a further period of six months or part thereof. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

You will be eligible for a Training Performance - linked Incentive (TPI) which would range from 10% to 15% of the Fixed Gross Salary, based on your performance in the training program that you would undergo. The details of this scheme will be communicated on your joining.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 12 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company. Further details are enclosed in the Information Sheet.

03. Earned Leave:

There would be only one type of leave, which is Earned Leave. During the 1st and 2nd year (including probationary period as well as) of service, you would be eligible for 15 working days of leave per annum. The leave eligibility shall begin in the respective quarter of your joining the Company. For example: If an employee joins the Company in quarter three of the financial year 2011 - 2012, his / her leave eligibility would start in quarter three of the financial year 2011 - 2012. For the purpose of leave credit quarter three of the financial year 2011 - 2012 will be considered as the first quarter. Please note that leave shall be credited on a pro-rated basis in the first quarter of the employee's employment.

On completion of 2 years in service, you shall be eligible for 20 working days leave per annum which would be credited to the employee on a quarterly basis. You would be eligible for the additional leave from the 3rd year onwards from the quarter succeeding the quarter in which you would be completing 2 years with the Company from the date of joining. The table below is indicative or based on the assumption that the employee joins on the first day of a quarter.

Nandini

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
During probationary period	4	4	4	3	15
1st & 2nd year of service	4	4	4	3	15
3rd year onwards	5	5	5	5	20

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company.

Post completion of your training, your monthly Total Gross Salary will be a maximum of **Rs. 27,084** as applicable to you and has been detailed in the Compensation Details sheet (Annexure I). This salary will be effective from the 1st day of the month succeeding completion of training and allocation to the Unit.

During the period of your training, your monthly Total Gross Salary will be **Rs. 22,500** as applicable to you has been detailed in the Compensation Details sheet (Annexure II).

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to give three month's notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the three month's notice period. Similarly, the Company can terminate your services by giving you three month's notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.

06. Agreement:

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

07. Transfer:

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

08. Health Insurance Plan: Group Health Insurance Scheme (FY 2011 - 2012):

You will be covered under the Group Health Insurance Scheme, which has various options. By default, you will be covered under the Standard Plan until you exercise your option under the scheme. Standard Plan provides you and your family including your spouse and two children up to the age of 22 years with a cover of Rs. 2,50,000 per annum. The insurance cover will be as per the terms and conditions specified in the Company policy and may be revised from time to time.

Nandini

Infosys

POWERED BY TALENT
DRIVEN BY VALUES

This Scheme helps you to enhance the coverage with various other participatory optional health insurance plans (Gold Plan & Silver Plan) by making a payment towards the subsidized premium for which you can claim tax rebates.

09. Group Life Insurance Scheme:

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust that provides you with a total life insurance cover of Rs. 40,00,000 of which Rs. 25,00,000 is covered towards natural death, and additional Rs. 15,00,000 towards an accidental death. All Infosys become member of Infosys Welfare Trust, by one-time payment of Rs. 250 and fixed monthly contribution of Rs. 150.

10. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India". If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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

In addition, you are required to mandatorily furnish a copy of your passport on the date of joining. In absence of the same, you will be required to undergo a criminal background check, the cost of which will be borne by you. This check will be initiated on the date of your joining.

11. Other Terms & Conditions:

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

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure as per Company policies. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

Our offer to you as a Systems Engineer is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2010 - 2011. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

Nandini



Infosys

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

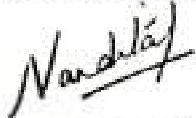
In Infosys, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you.

You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non Compete Agreement" (Annexure III).

Welcome to the Infosys family.

Yours sincerely,



NANDITA GURJAR

Senior Vice President & Group Head - Human Resource Development

Annexure I (Compensation post Training)

COMPENSATION DETAILS (All figures in Rs. per month)

NAME	Mr. Prithu Abhis		
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee		
1. MONTHLY COMPONENTS			
BASIC			7,739
FIXED EARNINGS ALLOWANCE (FEA)			1,100
BASKET OF ALLOWANCES (This is to be used towards TDA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)			11,470
BONUS / EN-GRATIA (95% of the eligible amount (20% of (Basic + FEA)) being paid out on a monthly basis)			1,678
MONTHLY GROSS SALARY			21,978
2. ANNUAL COMPONENT			
BONUS / EN-GRATIA (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			88
3. RETIRAL BENEFITS			
PROVIDENT FUND - 12% of (Basic + FEA)			1,060
GRATUITY - 4.81% of (Basic + FEA)			423
FIXED GROSS SALARY (FGS) (1+2+3)			23,551
4. INCENTIVE COMPONENTS			
	At an indicative Payout of 15 %	At an indicative Payout of 12.5 %	At an indicative Payout of 10 %
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	3,533	2,944	2,355
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			27,084
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)			26,495
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			25,906

OTHER BENEFITS

<i>Scheme</i>	<i>Eligible Amount in Rs.</i>	<i>Interest</i>	<i>Monthly Installments</i>	<i>Margin Money (To be borne by the employee)</i>
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

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

[[= \$È8Dha4]]

Nandini

Annexure II (Compensation during the Training Period)

COMPENSATION DETAILS (All figures in Rs. per month)

NAME	Mr. Pothan Adams		
ROLE / ROLE DESIGNATION	Systems Engineer / Systems Engineer - Trainee		
1. MONTHLY COMPONENTS			
BASIC			6,120
DEARNESS ALLOWANCE (DA)			1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)			9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + DA)) being paid out on a monthly basis)			1,429
MONTHLY GROSS SALARY			18,226
2. ANNUAL COMPONENT			
BONUS / EX-GRATIA (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			75
3. RETIRAL BENEFITS			
PROVIDENT FUND - 12% of (Basic + DA)			902
GRATUITY - 4.81% of (Basic + DA)			362
FIXED GROSS SALARY (FGS) (1+2+3)			19,565
5. INCENTIVE COMPONENTS			
	At an indicative Payout of 15 %	At an indicative Payout of 12.5 %	At an indicative Payout of 10 %
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	2,935	2,446	1,957
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			22,500
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 12.5% of FGS)			22,011
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			21,522

OTHER BENEFITS

<i>Scheme</i>	<i>Eligible Amount in Rs.</i>	<i>Interest</i>	<i>Monthly Installments</i>	<i>Margin Money (To be borne by the employee)</i>
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

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

Nandini

Annexure III (Non-Compete Agreement)

I, _____ do hereby acknowledge and confirm the following:-

- (1) I am accepting employment with Infosys Technologies Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Technologies Limited.
- (2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys (each such client hereinafter referred to as a "Customer").
- (3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:
 - a. accept any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;
 - b. accept any offer of employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place:

Employee Signature:

Date:

Employee Name :

Acknowledged by Infosys Technologies Limited:

INFORMATION SHEET

1. Probationary Period and Confirmation as a Permanent Employee

You will be on probation for a period of 12 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

You would also be required to complete the STAR (Savvy, Team working, Articulate and Responsible) certification program two months prior to the first due date of confirmation. For more details on STAR certification, you are requested to contact your respective batch owners or the Infosys Leadership Institute (ILI) representatives at the training / posting location.

In addition to the performance during the training period, you are required to have all the documents as mentioned below, uploaded & approved in the e-docket application 15 days prior to the due date of confirmation. If you do not complete the e-docket on or before this date, then the confirmation would be postponed by three months from the initial due date of confirmation and you would be confirmed on the 1st day of the subsequent month only. The period of probation can be extended by 3 months per instance of non - completion for up to four times (up to a maximum of one year). Copies of the following will constitute the required documents:

- a) Class 10 (or equivalent) Marks Sheet (s)
- b) Class 12 (or equivalent) Marks Sheet (s)
- c) Graduation Marks Sheet (s)
- d) Final Graduation Degree Certificate
- e) Post Graduation Marks Sheet (s) (if applicable)
- f) Diploma Certificate (if applicable)
- g) Prior Experience Certificate (s) (if applicable)
- h) Passport
- i) National Skills Registry (employees are required to sign the document at the time of joining and the upload of the same will done by the HRD - C&B team)
- j) PAN Card ("Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Technologies Limited is mandatory. Please disclose your PAN to Infosys on or 30 days before the day of joining and note that disclosure of PAN is a pre-condition for your confirmation into the system").

You are required to complete your e-docket within 6 months from the initial due date of confirmation beyond which your services with the Company may be terminated.

2. Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia / Bonus payout which would be calculated at 20% of the sum of the Basic Salary and Dearness Allowance as mentioned in the Compensation Details sheet of this letter. The mode of payment for Financial Year 2010 - 2011 will be as follows: 95% of the Bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the Financial Year after adjusting the advance (95%) paid out on a

monthly basis. The mode of payment for each Financial Year will be determined at the beginning of the same.

Illustration:

Bonus amount mentioned in the Compensation Details sheet (at a payout of 100%) for a certain employee is Rs. 1,000 per month. 95% of this amount, i.e. Rs. 950, would be paid out to the employee per month through the year. The balance amount of Rs 50 per month shall be consolidated and paid out at the end of the fiscal year.

3. Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance, Children's Education Allowance and Miscellaneous Allowance.

You can split the BOA under the above-mentioned components according to your preferences and tax plans. You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

4. Passport & Driving License

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

5. Date of Joining Extension

As per the Company policy, only one extension in Date of Joining would be granted based on medical exigencies. The extension date would be given within the validity period of 6 months from the initial date of joining. Please note that any request for extension must be supported with documentary evidence (Medical records and certificate). All the requests are to be sent to offer_extension@infosys.com. The Company will review the case based on the documents provided and we may extend the Date of Joining based on business requirements. All such requests for the date of joining extension have to be made at least a week before the initial date of joining. Granting this extension is solely at the discretion of the Company.

6. National Skills Registry Policy (NSR)

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality, and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register all the people working in our industry on a web-enabled database and uniquely identify each industry person based on bio-metrics. In case you have not registered your self with National Skills Registry, you would be required to do so prior to your joining Infosys Technologies Ltd. The cost of your registration with National Skills Registry will have to be borne by you. You would be required to register with the National Skills Registry irrespective of whether you are in a technical role or a business enabling role". For more information on national skills registry for registration, please visit www.nationalskillsregistry.com. This kit contains the document on steps/procedures for NSR registration.



Note: This document gives indicative details of all plans. Their implementation is governed by policies of Infosys and applicable legal agencies and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources Department.