



To,

Name : Ajil Jaison

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

Dear Ajil Jaison,

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

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 7 Days from the day you receive the Offer Letter.

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

- **Information on Accenture's Pre-joiner-Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes a learning module - Technology Fundamentals Online Learning program (Hereinafter" program"). We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
 - The training module of this program is typically made available to potential new joiners at least 45 days before onboarding to give them a reasonable time to learn at their pace and comfort. Details of which are as under:
 - Under the program, the learning modules hosted on a technology platform will prepare the potential new joiner to be code ready.
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assessment in the first attempt along with completion of the online program module, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

- In case a potential new joiner fails in the first attempt they will not be eligible for any learning incentive.
- To clear assessments for the program, potential new joiners are required to score minimum 60% marks in each assessment test for the program. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 65% marks to clear the assessment for the program.
- Before each reattempt, reasonable guidance and appropriate refresher training sessions will be provided to new joiners to help them appear in the reassessment.

The potential new joiner's employment with Accenture is subject to successful completion of the assessment of the program, as mentioned above.

After a new joiner has cleared the Pre-Joiner Program; they will need to undergo further Accenture stream specific trainings. For clearing these trainings also, Accenture provides three attempts with success criteria similar to one for the pre-joiner program as mentioned above. If potential new joiners are unable to complete the Accenture specific training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

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

Annexure A

- Career Level - 12
- Proposed role - Application Development Associate
- Annual fixed compensation for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 4,40,500
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 9,500
- Maximum Annual Total earning potential + Total Additional Benefits - INR 4,50,000/-

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

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To,

Name : Ashal Mariya Joshy

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

Dear Ashal Mariya Joshy,

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

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

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To,

Name : Ijaz Babu Madathiparambil

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

Dear Ijaz Babu Madathiparambil,

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to me ▾



See you soon at Accenture!

Dear Jiya Benny,

You've made it! Congratulations on successfully completing our hiring process.

We are glad to extend our Letter of Intent (LOI) to confirm your selection. **You must accept our LOI within 2 days**, if not we will consider your withdrawal from our process.

Steps to follow for accepting LOI:

- Login to the portal with the Link and Credential provided in the User Credential mail received with this mail.
- You will be redirected to the Dashboard Page.
- Click on the My Task tab on the top.
- Select the Task assigned.
- Download and read the Letter of Intent for no confusion.
- Select the check box and click on submit button for accepting the offer.

For any queries you can login to the below link and go to Help section – choose appropriate category to raise your queries.

Link: <http://indiacampus.accenture.com/candidate>

Your journey to the world of Accenture has just begun. See you soon!

Regards,
Recruitment Team
Accenture in India

Please note, that unless a formal employment offer is provided to candidate specifically determining the terms of employment with Accenture, nothing contained in this email or any identified processes for the purpose of candidate's participation in the interview process shall be considered as an offer for employment by Accenture notwithstanding any contents or communications mentioned in process documents or links.



To,

Name : Sanju Madathilponneth

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

Dear Sanju Madathilponneth,

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To,

Name : Saranya M Nambiar

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

Dear Saranya M Nambiar,

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☰ Acsia Technologies (P) Ltd.
Yamuna, SEZ II, Technopark,
Kulathoor P. O, Trivandrum,
Kerala-695583, India.

☎ +91 471 2710033

✉ info@acsiatech.com

🌐 www.acsiatech.com

INTERNSHIP AGREEMENT

This internship agreement (“Agreement”) is made and effective this **8 November 2021**

BETWEEN:

Aneesh Menon (herein after called the “Intern”), an individual with his permanent address at Sreyas House(Kozhipra House), Thrissur, Kerala-680306 AND:

Acsia Technologies Private Limited a company incorporate under the Indian Companies Act, having its registered office at Trivandrum.The Employer and Intern are hereinafter collectively referred to as “Parties” or individually as “Party”.

The Company is willing to accept the intern on internship and the Intern is willing to work with the Company as an intern, with stipend of **Rs. 7500 per Month** (Rupees Seven Thousand Five Hundred per month), for a period of 6 (six) months from the date of signing this Agreement. A ‘certificate of internship’ will be issued to the intern after successful completion of internship at the Company.

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 Acsia Technologies (P) Ltd.
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IT IS HEREBY MUTUALLY AGREED TO BY AND BETWEEN THE PARTIES

HERETO AS

FOLLOWS:.

Terms & Conditions of the Internship

1. Working Hours

The Intern will not be considered an official or a staff member of the Internship Organisation. However, to fulfil obligations during the training period the Intern is expected to perform his duties like any other official of the Internship Organisation. The official training hours for the intern will be from 9:00 a.m. to 06:00 p.m., Mondays to Fridays. However, the Intern may be required to work different, additional, or outside of normal training hours if necessary, for completion of specific training activities. The intern shall be required to attend minimum training hours of 40 (forty) hours a week. The Intern provide notice to the Trainer or other official designated by the Company of any illness or other unavoidable circumstances that might prevent him / her from attending work or completing the Internship.

2. Duration of Internship



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Internship period shall be for 6 (six) months from the date of signing this Agreement, which may be terminated earlier if the Intern fails to follow the rules and regulations of the Internship Organisation

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3.Conflict of Interest:

The Training offered to calls for whole time Internship and the Intern will devote time exclusively to the internship offered and will not undertake any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any trade or business, during Internship period.

4.Duties

So long as the intern is undergoing internship hereunder, he / she shall perform assignments diligently, to the best of his/her ability, to the reasonable satisfaction of the Internship Organisation and at a level of competency and effectiveness consistent with the academic studies undergone; The Intern shall comply with all policies, rules and regulations now or hereafter applicable to the employees of the Internship Organisation and to perform assignments in compliance with applicable laws, rules and regulations now or hereafter in effect.

5.Change of information

The intern shall inform the Internship Organisation of any change in his/her personal data immediately during the internship period. Any notice to be given to the Intern shall be deemed to have been duly and properly given if delivered at the address in India, as recorded with the Internship Organisation.

6.Non-Disclosure agreement

On joining, the intern shall be signing a non-disclosure agreement with the Internship Organisation.

7.Intellectual Property rights

Any and all developments, inventions, improvements, methods, ideas, discoveries, business or technical innovations (whether patentable or not), technologies, creative or professional work



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product, works of authorship and other intellectual property in any medium that may be developed, conceived or reduced to practice by the Intern (whether solely or jointly with others) during the course of Internship with the Internship Organisation, whether or not during regular training hours, and which relate to or are connected directly or indirectly with the business of the Internship Organisation including, without limitation to, any of their respective products or processes (collectively, “ Developments”), shall be the sole and exclusive property of the Internship Organisation. The Intern shall not be entitled to any compensation, benefits or other consideration from the Internship Organisation in exchange for ownership, use or transfer of any Developments during the Internship period. The Intern agree to disclose all Developments to the Internship Organisation in reasonable detail promptly following the development or conception of the same. The Intern hereby assign to the Internship Organisation, any and all Developments and further agree to execute in favour of the Internship Organisation (or its designee) all such instruments of conveyance, assignment and transfer as may be requested from time to time by the Internship Organisation, whether during the term of internship or thereafter, in order to more fully vest in the Internship Organisation (or its designee) title to any and all Developments during the training period (and any related patents, patent applications, trademarks, trademark registrations, trade names, copyrights, copyright registrations and the like). In the event the Internship Organisation decides, in its discretion, to file for patent, copyright or trademark protection with respect to any Developments during the internship period in any jurisdiction, the Intern agree to reasonably cooperate with the Internship Organisation in furtherance of those efforts, during the term of internship or at any time thereafter.

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8. Quality and Information Security policies

The Intern shall comply with Internship Organisation’s Quality and Information Security policies, standards, guidelines and procedures and any breach will result in termination of Internship. Policies will be explained to the Intern before commencement of the internship.

9. Termination of Internship



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Unsatisfactory performance may lead to the termination of the internship at the initiative of the Internship Organisation, subject to an appropriate notice period of at least one week.

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10. General

The above terms and conditions are based on Company policies, procedures and other rules of the Internship Organisation currently applicable in India as well as overseas and are subject to amendments and adjustments from time to time. In all matters, including those not specifically covered here such as traveling, code of conduct, etc., the intern will be governed by the rules of the Company as shall be in force during the internship period

Declaration

I hereby declare that I have gone through and understood all the terms and conditions mentioned in this document and I accept and agree to abide by them.


I understand that my relationship with Acsia Technologies Pvt Ltd is that of an Intern and an Internship Organisation providing practical training and there is no expectancy of employment at the end of the internship period. I may apply to any job openings of the Company, during or after the internship period, but shall be considered as an external candidate.

.....
Candidate ANEESH MENON

Date: 03-11-2021



 **Acsia Technologies (P) Ltd.**
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BETWEEN:

SANTHANU S NAIR (herein after called the “Intern”), an individual with her permanent address at

'Pranavam', TC-9/2044-1, Kochar Road, Sasthamangalam, TVPM-10 AND:

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Terms & Conditions of the Internship

1. Working Hours

The Intern will not be considered an official or a staff member of the Internship Organisation. However, to fulfil obligations during the training period the Intern is expected to perform his duties like any other official of the Internship Organisation. The official training hours for the intern will be from 9:00 a.m. to 06:00 p.m., Mondays to Fridays. However, the Intern may be required to work different, additional, or outside of normal training hours if necessary, for completion of specific training activities. The intern shall be required to attend minimum training hours of 40 (forty) hours a week. The Intern provide notice to the Trainer or other official designated by the Company of any illness or other unavoidable circumstances that might prevent him / her from attending work or completing the Internship.

2. Duration of Internship



Private & Confidential

Internship period shall be for 6 (six) months from the date of signing this Agreement, which may be terminated earlier if the Intern fails to follow the rules and regulations of the Internship Organisation

 Acsia Technologies (P) Ltd.
Yamuna, SEZ II, Technopark,
Kulathoor P. O, Trivandrum,
Kerala-695583, India.

 +91 471 2710033

 info@acsiatech.com

 www.acsiatech.com

3.Conflict of Interest:

The Training offered to calls for whole time Internship and the Intern will devote time exclusively to the internship offered and will not undertake any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any trade or business, during Internship period.

4.Duties

So long as the intern is undergoing internship hereunder, he / she shall perform assignments diligently, to the best of his/her ability, to the reasonable satisfaction of the Internship Organisation and at a level of competency and effectiveness consistent with the academic studies undergone; The Intern shall comply with all policies, rules and regulations now or hereafter applicable to the employees of the Internship Organisation and to perform assignments in compliance with applicable laws, rules and regulations now or hereafter in effect.

5.Change of information

The intern shall inform the Internship Organisation of any change in his/her personal data immediately during the internship period. Any notice to be given to the Intern shall be deemed to have been duly and properly given if delivered at the address in India, as recorded with the Internship Organisation.

6.Non-Disclosure agreement

On joining, the intern shall be signing a non-disclosure agreement with the Internship Organisation.

7.Intellectual Property rights

Any and all developments, inventions, improvements, methods, ideas, discoveries, business or technical innovations (whether patentable or not), technologies, creative or professional work



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product, works of authorship and other intellectual property in any medium that may be developed, conceived or reduced to practice by the Intern (whether solely or jointly with others) during the course of Internship with the Internship Organisation, whether or not during regular training hours, and which relate to or are connected directly or indirectly with the business of the Internship Organisation including, without limitation to, any of their respective products or processes (collectively, “ Developments”), shall be the sole and exclusive property of the Internship Organisation. The Intern shall not be entitled to any compensation, benefits or other consideration from the Internship Organisation in exchange for ownership, use or transfer of any Developments during the Internship period. The Intern agree to disclose all Developments to the Internship Organisation in reasonable detail promptly following the development or conception of the same. The Intern hereby assign to the Internship Organisation, any and all Developments and further agree to execute in favour of the Internship Organisation (or its designee) all such instruments of conveyance, assignment and transfer as may be requested from time to time by the Internship Organisation, whether during the term of internship or thereafter, in order to more fully vest in the Internship Organisation (or its designee) title to any and all Developments during the training period (and any related patents, patent applications, trademarks, trademark registrations, trade names, copyrights, copyright registrations and the like). In the event the Internship Organisation decides, in its discretion, to file for patent, copyright or trademark protection with respect to any Developments during the internship period in any jurisdiction, the Intern agree to reasonably cooperate with the Internship Organisation in furtherance of those efforts, during the term of internship or at any time thereafter.

8. Quality and Information Security policies

The Intern shall comply with Internship Organisation’s Quality and Information Security policies, standards, guidelines and procedures and any breach will result in termination of Internship. Policies will be explained to the Intern before commencement of the internship.

9. Termination of Internship



Private & Confidential

Unsatisfactory performance may lead to the termination of the internship at the initiative of the Internship Organisation, subject to an appropriate notice period of at least one week.

 Acsia Technologies (P) Ltd.
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10. General

The above terms and conditions are based on Company policies, procedures and other rules of the Internship Organisation currently applicable in India as well as overseas and are subject to amendments and adjustments from time to time. In all matters, including those not specifically covered here such as traveling, code of conduct, etc., the intern will be governed by the rules of the Company as shall be in force during the internship period

Declaration

I hereby declare that I have gone through and understood all the terms and conditions mentioned in this document and I accept and agree to abide by them.

I understand that my relationship with Acsia Technologies Pvt Ltd is that of an Intern and an Internship Organisation providing practical training and there is no expectancy of employment at the end of the internship period. I may apply to any job openings of the Company, during or after the internship period, but shall be considered as an external candidate.

.....

Candidate

Date:



ADL/CO/HRD/2144/21-22
25/09/2021

Mr.Anandhukrishnan O.P

Sub: Offer letter

Dear Mr.Anandhukrishnan O.P,

This is in reference to your application and subsequent interview you had with us; we are pleased to offer you the position of 'Engineer' in the PED department under the terms and conditions mutually agreed at the time of interview.

As discussed and agreed you will be joining us on or before **04-Oct-2021**, or else this offer will be null and void. You will be based at **Kinfra, Nellad**.

Your formal appointment letter will be issued to you on completion of your joining formalities including verification and reference check. You should also submit all your certificates and testimonials at the time of joining. The list of required documents is mentioned below. This offer is valid subject to producing of under mentioned documents in original and positive outcome of verification and reference check. In case you leave the services of the organization on or before the completion of one year from the date of your joining, the training cost(inclusive of 18% GST) would be recovered from your final settlement of account. The calculation of training cost would be at the sole discretion of management on actual basis.

In token of your acceptance of the above said offer, please sign and return the duplicate copy of this letter.

Thanking you,

For Agappe Diagnostics Ltd,

Vineeth P Mathew
Associate Vice President - HR

List of Documents:-

1. Proof of date of birth
2. Proof of qualification
3. Relieving letter from the previous employer
4. Duly authenticated proof of last drawn salary (CTC).
5. PAN Card copy(3 copies Duly signed)
6. Authenticated proof of residential address and Photo ID. (3 copies Duly signed)
7. Six photos
8. One Cancelled cheque of your Current Bank Account.
9. Aadhar Card(3 copies Duly signed)

NB: CTC break-up attached

AGAPPE DIAGNOSTICS LTD. ISO 9001:2015 | EN ISO 13485:2016 CERTIFIED COMPANY | DIN : U24239MH0998PLC05413

CORPORATE OFFICE / REAGENT PLANT
Agappe HRB, Pattanamthottam (PGL Dist, Ernakulam, Kerala - 683 562, India.
Tel: + 91 484 286 7000 | Email: agappe@agappe.in

EQUIPMENT PLANT
U/588 CB, Block No. 32, KINFRA Small Industrial Park,
Nellad, Cochin, Kerala, India - 686 721, Tel: +91 484 276 7477.

KOLKATA OFFICE
406, Merin Martin, Plot No-10, Block-DN, Sector V,
Salt Lake City, Kolkata - 700 090,
Tel: +91 31 4003 0450 | Email: kolkataroffice@agappe.in

MUMBAI (REGISTERED OFFICE)
401 & 402, 4th Floor, Jeevitha Business Centre, 115,
Sahar Road, Pardwadi, Andheri (East), Mumbai - 400 096, India.
Tel: +91 22 4300 8000 | Email: mumbaioffice@agappe.in

DELHI OFFICE
DSM 540, 5th Floor, DLF Tower, Shikaj Marg,
New Delhi - 110 015, India.
Tel: +91 11 4528 9416 | Email: delhioffice@agappe.in

BANGALORE OFFICE
5-6, 6th Floor, Red Cross Bhavan, No.26 Race Course Road,
Bangalore - 560 001, Tel: +91 80 2228 8288
Email: bangaloreoffice@agappe.in



ANNEXURE - I

REMUNERATION DETAILS ON COST TO COMPANY BASISName: **Mr.Anandhkrishnan O.P**Designation: **Engineer**Date_Joining **On or Before 04-Oct-2021**Grade **E-05**

Particulars		Per month	Per Annum
A)	Basic	9333	111996
	HRA	3733	44796
	Transport Allowance	1600	19200
	Medical Allowance	0	0
	Washing Allowance	500	0
	Special Allowance / Metro	4969	59628
	TOTAL (A)	20135	241620
B)	Bonus/ Ex-Gratia	1400	16800
	Total (B)	1400	16800
C)	PF - Employer's contribution	1800	21600
	Total (C)	1800	21600
TOTAL CTC (A+B+C)		23335	280020
Rupees Two Lakhs Eighty Thousand and Twenty Only			

25/09/2021

For Agappe Diagnostics Ltd,

Vineeth P Mathew
 Associate Vice President - HR
AGAPPE DIAGNOSTICS LTD.

ISO 9001:2015 | EN ISO 13485:2016 CERTIFIED COMPANY | CIN : U24239MH1998PLC115413

CORPORATE OFFICE / REAGENT PLANT
 Agappe Hills, Pattinattam (PO), Dist. Ernakulam, Kerala - 681562, India.
 Tel: +91 484 286 7000 | Email: agappe@agappe.in

EQUIPMENT PLANT
 X/508-CB, Block No. 32, KINFRA Small Industrial Park,
 Welof, Cochin, Kerala, India - 686 715. Tel: +91 484 276 7477.

KOLKATA OFFICE
 406, Merlin Matrix, Plot No-10, Block-DN, Sector V,
 Salt Lake City, Kolkata - 700 091.
 Tel: +91 31 4003 0402 | Email: kolkataoffice@agappe.in

MUMBAI (REGISTERED OFFICE)
 41E & 402, 4th Floor, Jeevingsh Business Centre, 219,
 Sahar Road, Parkwest, Andheri (East), Mumbai - 400 099, India.
 Tel: +91 22 4350 8000 | Email: mumbaloffice@agappe.in

DELHI OFFICE
 G5M 5A0, 5th Floor, DLF Tower, Shivaji Marg,
 New Delhi - 110 015, India.
 Tel: +91 11 4158 8436 | Email: delhioffice@agappe.in

BANGALORE OFFICE
 5-6, 8th Floor, Red Cross Sharda, No.26 Race Course Road,
 Bangalore - 560 001. Tel: +91 80 2229 6258
 Email: bangaloreoffice@agappe.in



sset last name <sset@scmsgroup.org>

Re: Warm Welcome from Amazon: Digital Associate

1 message

Sabari Vishnu P <sabarivishnu99@gmail.com>
To: sset@scmsgroup.org

Tue, Nov 16, 2021 at 12:56 PM

On Tue, Nov 9, 2021, 10:46 PM Udeshi, Prajakta [C] <udeshipu@amazon.com> wrote:

Hi Sabari Vishnu,

Congratulations!

Thank you for taking time for discussions with us. Further to your interviews, we are excited to extend an offer for the role of a **Digital Associate**, for a contractual role of 11 months, at **Amazon Development Center India**, Chennai. Details of the offer break-up is mentioned in the attached document.

Components	Amazon Offer (INR)
Base Salary	248,100

Total compensation (Annual): INR 248,100

The proposed date of joining is **20th December 2021**. *We look forward to receive your 'acceptance' on this offer as well as on the date of joining. (Date of Joining is subjected to background check clearance).*

PS : I will initiate the background check for your candidature. You will be receiving the Formal Contract Copy post document submission for verification. Quick action on the same would be highly appreciated

Team Amazon looks forward to welcome you!

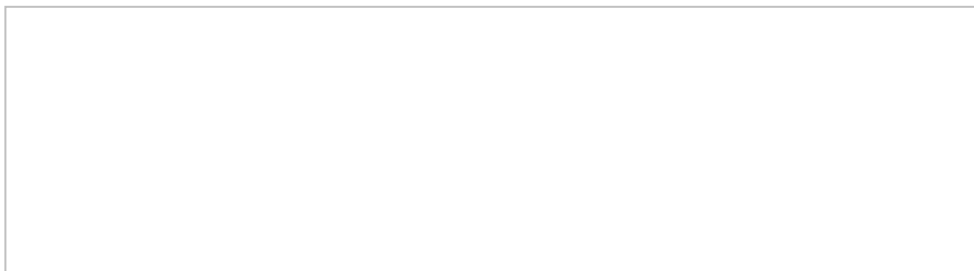
Please respond by tomorrow 10:00 AM and feel free to reach out to me for any clarifications.

Regards,

Prajakta Udeshi

Sourcer, AWS
Amazon Internet Services Private Limited

[Facebook](#) | [LinkedIn](#) | [Twitter](#) | [YouTube](#)



2 attachments



image001.png
116K



image001.png
116K

Name	SABARI VISHNU	
Date of Joining (Amazon)	20th December 2021	
Designation on Joining	Digital Associate	
Citizenship	INDIA	
Current Compensation & Benefit Summary		
Gross Salary	Annual (in INR)	248,100

Please make changes in the cells highlighted as yellow only. Other cells (greyed out) will auto populate the

Gross Salary Break-Up		
Pay Component	Select	Annual (INR)
Basic	50%	124,050
House Rent Allowance	50%	62,025
Employer contribution to PF	12%	14,886

2: Flexible Components - can be allocated as per your individual tax planning needs

Self-education		-
Children education allowance	N	-
Children hostel allowance	N	-
National Pension System (NPS) Contribution	0%	-
Self-Owned Vehicle Expenses	N	-

3: Residual post selection of flexi components:

Leave Travel Assistance		25,844
Medical Allowance		15,000
Conveyance Allowance	Self-owned Vehicle Expenses	6,295
Meal Allowance		-
Flexi Allowance		-
Gross Salary		248,100

Note :

Detailed Overview will be given during Day 1 Orientation

Sign on Bonus is paid out on Monthly basis

RSU Vesting Cycle: Y1-5%; Y2-15%; Y3 & Y4-40% (vested half-yearly)

ie values.

Monthly (INR)
10,338
5,169
1,241
-
-
-
-
-
2,154
1,250
525
-
-
20,675

Guidelines

50% of Gross Salary
 50% of Basic
 Fixed PF option can be availed only if minimum annual PF>INR 21600

Upto INR 350,000 per annum payable on claim
 INR 1,200 per child per annum for up to 2 children
 INR 3,600 per child per annum for up to 2 children
 Up to 10% of Basic; minimum should be 1% of Basic
 Car <= 1600 CC - INR 32,400 per annum, >1600 CC - INR 39,600 per

Maximum value (INR): 2.5 months' Basic Pay per annum
 Maximum value (INR): 15,000 per annum
 Maximum Value (INR): 19,200 per annum; the employee is eligible
 Maximum Value (INR): 24,000 per annum

Remaining

APOLLO TYRES LTD
P.O. Perambra,
Thrissur 680689,
Kerala, India
T : +91 480 2725901-09
www.apollotyres.com



Ref : No. WKS/PF/A/A

12.02.2022

Mr. Akshay S.,
Akshay Bhavan,
Happy Nagar, Melemuruli,
Indl. Estate P.O.,
Puthupariyaram,
Palakkad - 678 731.

Dear Mr. Akshay,

This has reference to your application and subsequent interview. We are pleased to offer you an Appointment in our organisation as "**Graduate Engineering Trainee - Purchase (T2)**" with effect from 21.02.2022 on the following terms and conditions.

- 1 a) You will be under training for a period of one year from the date of your reporting for training. The management may at its discretion extend your training for any further period or periods. Your status as a trainee will not change until it is changed otherwise in writing. Your training will be terminated at any time if your performance is found unsatisfactory.
- b) You will be paid a basic pay of Rs.21,100/- (Rupees Twenty One Thousand One Hundred only) per month during the one year period.
- c) In addition to the above you will be eligible for other benefits as per the attached Annexure.
- d) After successful completion of your training you will be absorbed and placed in a suitable grade on probation of a period of six months as per company rules. Management may at its discretion, extend the period of probation either during or at the end of the original probation period. On successful completion of your probation you will be confirmed in the services of the company and a letter to that effect will be issued to you.
- e) You will be under contractual obligation of serving the company for a minimum period of 4 years (one year training and three years thereafter). It is clarified that this contract will in no way limit your growth in the organisation, which will depend entirely in your performance.

- 2 The management reserves the right to terminate this appointment without giving any notice or assigning any reason or any compensation whatsoever during the training/probationary periods.

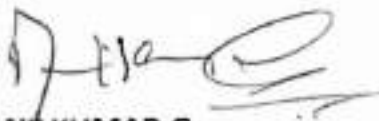
After confirmation, your services are terminable with three months' notice or payment of three months' basic pay in lieu thereof without assigning any reason. After the expiry of your contract period, you shall be at liberty to resign from the services of the company after giving three months' notice or payment of three months' basic pay in lieu thereof.

- 3 Your initial posting and headquarters will be at our Perambra Plant, Taluk Mukundapuram, District Thrissur. The Management may however, transfer you for training/work in any department/unit of the company or any associated companies whether at present existing or which may be set up in future at any place in India as it may consider necessary, from time to time, without detriment to your status/emoluments.
- 4 You will devote your entire time to the training/work in the company and will not undertake any other business or work, honorary/remunerative, except with the written permission of the management.
- 5 You shall not give out anyone by word of mouth or otherwise particulars or details of our manufacturing process, technical know how, security arrangements, administrative and/or organizational matters of confidential/ secret nature, which it may be your personal privilege to know by virtue of being associated with us.
- 6 You shall be liable for a medical check up by a Registered Medical Practitioner of company's choice at any time during the continuance of your training/appointment with the company. The management may terminate your training/employment if you are not found medically fit as per the medical standards prescribed by the company.
- 7 You will be required to submit to the following document/certificate at the time of reporting for training.
 - a) Copies of Certificates testifying your educational qualifications.
 - b) An Income Tax/salary Statement, if any, from your previous employer in fulfillment of the requirement of the statutes in force.
 - c) Two copies of a recent passport size photograph.
 - d) Medical certificate of fitness issued by a registered medical practitioner preferably an MBBS or higher qualified.
- 8 This appointment is subject to your not being related to any member of the Board of Directors of the company as per Section 314 of the companies act, 1956.

- 9 The age of your superannuation will be 58 years. On attaining the said age you will stand retired from the services of the company.
- 10 In all matters not specifically provided herein, you will be governed by all rules/ regularization and orders of the company that are framed, modified and made applicable to your category of trainees/ employees from time to time.
- 11 Notwithstanding any one of the clauses of this Letter of Appointment, the Management reserves the right to terminate this appointment without giving any notice or assigning any reason whatsoever if,
- I. You are found mentally or physically unfit to perform your duties by a registered Medical Practitioner; or
 - II. Any adverse report regarding your conduct or character is received by the management from your ex-employer or any Police authority; or
 - III. Any of the particulars given by you to the company in your application for employment is found to be incorrect.
- 12 **Information Security Policy:**
You are required to read, understand, sign and agree to abide by the Information Security Policy of Apollo and the responsibility shall rest with you for reading and adhering to the policies available to you on an ongoing basis.
- 13 **Confidentiality:**
You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You would also be required to sign the secrecy agreement on joining. All inventions, improvements and discoveries made by you either alone or with other persons will become the sole property of the company. You will ensure that patent productions are obtained for such inventions/improvements and discoveries in India or elsewhere and assign the same to the company


In case the above terms and conditions of appointment are acceptable to you, please sign and return the duplicate copy of this appointment letter attached herewith in token of your acceptance.

Very truly yours
for APOLLO TYRES LTD.,



ANILKUMAR G.
HEAD - HR & ADMN.

I have read and understood the terms of appointment mentioned above, I accept the terms and also declare that I am not related to any member of the Board of Directors of Apollo Tyres Ltd.

SIGNATURE : 
NAME : AKSHAY S.

PLACE : PERAMBRA
DATE : 12.02.2022

Compensation Details of Mr. Akshay S.

DESCRIPTION	RUPEES PER MONTH
Basic Salary	Rs.21,100/- (Rupees Twenty One Thousand One Hundred Only)
Retirals	Rs.3,547/- (Rupees Three Thousand Five Hundred Forty Seven Only)
HRA	Rs.4,250 /- (Rupees Four Thousand Two Hundred and Fifty Only)
Flexi Benefit Plan	Rs.2,353/- (Rupees Two Hundred Three Hundred Fifty Three Only)
Total per month	Rs.31,250/- (Rupees Thirty One Thousand Two Hundred Fifty Only)
CTC per annum	Rs.3,75,000/- (Rupees Three Lakh Seventy Five Thousand Only)





EMPLOYMENT AGREEMENT

The agreement is signed between

FATHIMATHUL KIBTHIYA
Bangalore

- Herein after called the **Associate Engineer**

And

Attra Infotech Pvt. Ltd.
AMR Tech Park 4, No. 23 & 24, Ground Floor
Hongasandra, Hosur Main Road
Bangalore - 560 068

- Herein after called **Attra**

Attra is a global software services company with strong consulting practice in Australia, US, Singapore and the UK with offshore development facility in Bangalore, Pune and Hyderabad in India. Attra wishes to hire Associate Engineer who have requisite knowledge, skills and experience to be able to perform work for the company after the structured training is imparted. Attra is willing to provide an opportunity to the Associate Engineer to learn the Credit Cards domain knowledge and acquire programming skills to build software applications for the financial industry.

The Associate Engineer has expressed desire to learn and acquire the required software skills as deemed fit by Attra and is willing to undergo the training program.

The agreement between parties is subject to the following terms and conditions.

- a. Attra will provide basic training relevant to area of work.
- b. The Associate Engineer is employed on permanent rolls of Attra and will be entitled to all benefits which are applicable to regular employees.
- c. Attra will pay salary at the end of each month that will be subject to tax withholding as per the employment laws in India. Attra will not provide travel or accommodation and the Associate Engineer agrees to make own arrangement.
- d. The Associate Engineer agrees to abide by the rules and regulations of the company.
- e. The Associate Engineer explicitly agrees and commits to provide service to Attra for a period of **2 years** from the date of joining the training.
- f. In the event of termination of employment by Attra, the associate agrees that the clause 7 is void.



- g. As a token of acceptance of this agreement, the associate will provide Attra a cheque for an amount of INR.**200000** /-. The cheque will be kept valid during the entire tenure of this agreement and will not be encashed unless there is a breach of commitment from the Associate Engineer.
- h. Attra will discharge the obligations of the Associate Engineer under this agreement in writing and the same cheque will be returned to the Associate Engineer at the time of discharge.

The Associate Engineer has enclosed a cheque for the said amount vide cheque No. _____ dated _____ drawn on _____.

Signature

For Attra Infotech Pvt Ltd

Name: Ravikrishnan V

Date:

Signature

Name: FATHIMATHUL KIBTHIYA

Place:

Date:

Attra Infotech (P) Ltd.,

AMR Tech Park II, No 23&24,2nd Floor, Hongasandra, Hosur Main Road,Bangalore-560068

Ph: + 91 80 41970900, Website: www.attra.com



23-Jul-2021

Ms. FATHIMATHUL KIBTHIYA
Bangalore

Dear FATHIMATHUL KIBTHIYA,

We are pleased to offer you as '**Associate Engineer**' in **Career Band 'T'** with Attra InfoTech Private Limited ("the Company"). Your location of posting will be EC2 Gateway Campus Attra Infotech Silicon Town Electronic City II Bengaluru Karnataka 560100.

1. Your annual gross salary along with the break-up of salary is as per details contained in Annexure – A.
2. Your employment with us will be governed by the specific terms and conditions referred in Annexure – B.
3. You are required to join on or before **02-Aug-2021**, and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.
4. You are requested to report at **9:30 AM** to complete the joining formalities at the address mentioned above. At the time of joining, you are requested to submit the copies of the documents as per Annexure – C.
5. You will be required to execute and be bound by a Non-Disclosure Agreement and an Employment Invention Assignment Agreement given to you at the time of joining.
6. You shall be on probation for a period of six (6) months from the date of joining the Company. On completion of such time, based on performance, you would be considered confirmed.
7. Mediclaim and Personal Accident Insurance will be extended to you and your family on you joining the company.
8. Gratuity Benefits would also accrue to you upon your completion of 5 continuous years of service.

Attra Infotech (P) Ltd.,

AMR Tech Park II, No 23&24,2nd Floor, Hongasandra, Hosur Main Road,Bangalore-560068

Ph: + 91 80 41970900, Website: www.attra.com



9. You are required to sign the Employment Agreement upon joining
10. Your employment will be subject to a background check in line with Attra'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 unfavorable results, you will be liable to disciplinary action including termination of service without notice.

Please sign the duplicate copy of the offer on all sheets at the bottom on the right corner, and return to M/s Attra Infotech Private at located at AMR Tech Park II, No 23&24, 2nd Floor, Hongasandra, Hosur Main Road, Bangalore-560068, by **02-Aug-2021** , (marking on the envelope "ACCEPTANCE OF OFFER"), as a token of your acceptance and mentioning the date of your joining the Company.

In case of further clarifications, please communicate with Mr. V Ravikrishnan (on *E-Mail*: ravikrishnan.venkataraman@attra.com.au)

We welcome you to the Company and look forward to a long and mutually beneficial association.

For **Attra Infotech Private Limited**

Ravikrishnan V
Senior Vice President

Encl: Annexure – A (Salary Structure)
Annexure – B (Terms & Conditions of Employment)
Annexure – C (Check list)



ANNEXURE – A

Name: **Ms. FATHIMATHUL KIBTHIYA**
Designation: **Associate Engineer**
Career Band: **T**

Description	Monthly Gross (INR)	Annual Gross (INR)
Basic Salary	15,000	1,80,000
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Flexible Benefit Package	10,497	1,25,962
Statutory Bonus	700	8,400
Provident Fund Employers Contribution	1,800	21,600
Sub Total	35,247	4,22,962
Mediclaim		15,000
Personal Accident Insurance		1,692
Life Insurance Term Cover		1,692
Gratuity		8,654
Total Cost to Company		4,50,000

For **Attra Infotech Private Limited**

Ravikrishnan V
Senior Vice President



ANNEXURE - B

a. During the term of your employment with the Company, you may not engage in any employment or act in any way, which either conflicts with your duties and obligations to the Company, or is contrary to the policies or the interests of the Company.

.b During the term of your employment with the Company, you are required to disclose all material and relevant information, which may either affect your employment with the Company currently or in the future or may be in conflict with the terms of your employment with the Company, either directly or indirectly. If at any time during your employment, if the Company becomes aware that you have suppressed any material or relevant information required to be disclosed by you, the Company reserves the right to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by the Company.

c. You agree to promote the interests and welfare of the Company.

d. You agree to conform to and comply with the Company's Policy and such directions and orders as may from time to time be given by the Company.

e. The Company may, at its sole discretion, transfer you to any other office of the Company in India or overseas or to any of its affiliates as long as the benefit of your employment accrues to the Company. In such situations, you shall also be bound by any policy of such other office or affiliate, in existence at the date of this Agreement or that may be subsequently framed by the Company or the affiliate. You will also be expected to make visits and travel both within India and overseas, as may be necessary for the proper discharge of your duties.

f. You agree that during the term of your employment with the Company, you shall not be engaged either directly or indirectly in any employment, venture or business which is directly or indirectly in competition with the Company.

g. You agree that during and upon termination of your employment, for a period of 12 months, you shall not in any manner either directly or indirectly solicit or entice other employees or customers of the Company to join or enter into transactions, as the case may be with either you directly or indirectly or with other entities which are in direct or indirect competition with the Company.

h. During the term of your employment, should you desire to leave the services of the Company, you will have to give three months' notice. Similarly, the Company shall be entitled to terminate your employment at any time by giving you three months' notice.

Attra Infotech (P) Ltd.,

AMR Tech Park II, No 23&24,2nd Floor, Hongasandra, Hosur Main Road,Bangalore-560068

Ph: + 91 80 41970900, Website: www.attra.com



i. Notwithstanding anything mentioned in this Agreement, the Company may terminate your employment, with immediate effect by a notice in writing (without salary in lieu of notice), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or misappropriation or misuse by you of the Company's property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency or conviction for any offence involving moral turpitude, or breach by you of any terms of this Agreement or the Company Policy or other documents or directions of the Company, or irregularity in attendance, or your unauthorized absence of from the place of work for more than five (5) working days,, or upon you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients.

j. Notwithstanding anything aforesaid, the termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects etc.

k. At the time of termination of your employment, if there are any dues from you, the same may be adjusted against any money due to you from the Company on account of salary, bonus or any other such payments.

l. You acknowledge and agree that any work that you may be conducting either on the premises of the Company or otherwise with regard to patents, improvements, discoveries or any other form of intellectual property, whether protected under law or not, is being done on behalf of the Company. In this regard, you agree to execute an Employee Invention Assignment Agreement annexed to this Employment Agreement.

m. You shall execute a Non Disclosure Agreement annexed to this Employment Agreement under which you will have an obligation to keep confidential the Company's proprietary information.

n. You agree that the interpretation and enforcement of this Agreement shall be governed by the laws of India and all disputes under this Agreement shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996. The venue for arbitration will be Bangalore.

o. This employment is directed towards developing a career at the Company. However employment at the Company will always entail the conditions of satisfactory performance and satisfactory market conditions for the Company's products and services (as it may determine at its sole discretion).

This is to certify that I have read this Agreement and all Annexure and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them:

FATHIMATHUL KIBTHIYA

Attra Infotech (P) Ltd.,

AMR Tech Park II, No 23&24,2nd Floor, Hongasandra, Hosur Main Road,Bangalore-560068

Ph: + 91 80 41970900, Website: www.attra.com



ANNEXURE - C

At the time of joining, you are requested to submit the copies of the following documents:

- 1 copy - Educational Documents – 10th, 12th, UG/PG – all Semester Marks Sheets/Consolidated Marks Sheet and University Degree Certificate
- 8 Passport size photograph.
- 2 copies - PAN card.
- 2 copies – Passport
- 1 copy – Aadhar card
- 1 copy – Payslip (last 3months), Last 2 Employers - Resignation acceptance and Relieving letter

Please carry all the originals for validation. It is mandatory to carry all the above documents

Attra Infotech (P) Ltd.,

AMR Tech Park II, No 23&24,2nd Floor, Hongasandra, Hosur Main Road,Bangalore-560068

Ph: + 91 80 41970900, Website: www.attra.com



sset last name <sset@scmsgroup.org>

BYJU'S CAMPUS DRIVE RESULT_SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY

2 messages

Byjus Campus <campus@byjus.com>

Fri, Jun 3, 2022 at 12:12 PM

To: sset@scmsgroup.org

Cc: samridhi gupta <samridhi.gupta@byjus.com>, shagufa neyaz <shagufa.neyaz@byjus.com>

Hello

Greetings from Byju's.

Please find below the result for the Virtual campus drive held with SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY.

A total of 02 students have been selected at BYJU'S – The Learning App.

Please note that an individual portal registration link and steps on how to register will be shared on their registered Email IDs .

Candidate Name	Email ID	Contact	Profile
Jayesh Mohan	jayeshmohan0@gmail.com	91 9645941667	ATP
kiran sanath	32kiransanath.ks@gmail.com	91 7902687072	ATP

Heartiest Congratulations and we look forward to getting them on-boarded at BYJU'S.

Also, for smooth onboarding of the aforementioned candidates, please ensure that they are blocked for Byju's.

Please ensure they are withdrawn from all other processes and do confirm by reverting to this mail on offer acceptance of the selected candidates.

Please consider the environment before printing this mail

The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences

SSET <sset@scmsgroup.org>

Fri, Jun 3, 2022 at 12:28 PM

To: Jayanand B <jayanand@scmsgroup.org>, jayesh mohan <jayeshmohan0@gmail.com>, Kiran Sanath

<32kiransanath.ks@gmail.com>

[Quoted text hidden]



OFFER LETTER

Date: 10-12-2021

Dear **Jishnu Murali**,

We congratulate you on the successful completion of the Fixed Term Traineeship with us. On the basis of your performance, we would like to offer you the position of **Inside Sales Associate**, with effect from **13-12-2021**. This role involves Direct Sales and you are expected to operate out of the specified Work Location.

Employment Details

Department : Business Development
Employment Type : Regular
Designation : Inside Sales Associate
Work Location : Byjus - Bangalore
Onboarding Date/Time : **13-12-2021** (9:00 AM)
Reporting Location : BYJU'S, IBC Knowledge Park, Bhavani Nagar, Near Dairy Circle, Bannerghatta Main Road, Bengaluru

Compensation Details

You will be offered a total compensation of INR 800000 LPA which includes the following components:

Fixed Compensation : INR 500000/-
Variable Compensation : INR 300000/-

Details about the Variable Compensation will be communicated to you post your joining the Company. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source (which will be governed by the taxation laws of the country)
3. Employment/Professional Taxes
4. Dues to company including loans and advances
5. Any other applicable statutory deductions

You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company and the provisions of the company's Code of Conduct, which will be mentioned in detail in the appointment letter, issued after your joining. You are requested to join the services of the Company no later than **13-12-2021**, failing which you may consider the offer to be withdrawn.

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

To accept the offer, kindly sign the document digitally and submit.

Best Regards,

Human Resources
Think & Learn Pvt. Ltd.

Your Signature: 
Jishnu Murali (Dec 10, 2021 14:39 GMT+5.5)

This is a system generated document that does not require a signature from Think & Learn Pvt. Ltd.



Invitation Letter

Name: Mahin K A

Date: Tuesday, April 26, 2022

Dear **Mahin K A**,

We are glad to inform you that you are being invited to undergo a short-term fixed traineeship under the **Applicant Training Program (ATP)** in our organization.

This training program would be in two stages. Stage 1 will be a **classroom training (CRT) of 2 weeks** which will be **conducted at the respective training location**. Stage 2, will be an **On-the-Job Training (OJT) of 4 weeks** which will be virtual (work from home). Furthermore, only on successful clearing the assessments and minimum requirements of the **CRT stage**, you will be moved to the **OJT stage**.

Please note that this invitation does not guarantee you permanent employment at BYJU'S. This Agreement will automatically expire upon the completion of the term of the training program, unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. For example, if you do not clear the CRT (classroom training stage) based on assessments that you go through, your traineeship will be terminated after two weeks and you will be paid a prorated amount for those two weeks. The decision of the Company in this matter shall be final.

1. Training Program Details:

Training Role:	Applicant Trainee - Sales
Trainer:	Rahul Raj (TNL201605108)
Reporting Time:	9:30 AM
Classroom Training Location:	Byjus Cochin - Think and Learn Pvt Ltd (BYJU'S), 4th Floor, Thapasya Building, Inside Infopark, Kakkanad, Ernakulam, Kerala 682030
OJT Training Location:	WFH / Byjus - Cochin
Role Location:	Cochin

2. Date of Enrollment: Your enrollment becomes effective from the date of joining the Applicant Trainee Program, which date shall be no later than **Tuesday, May 3, 2022**.

3. Term: The term of this training program would be for a period of 2+4 weeks, commencing from your date of enrollment. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. The decision of the Company in this matter shall be final.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over and above the 6 weeks) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company in this matter shall be final.

5. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-enrollment screening activities (including background verification and criminal history check).

6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer to you any position/ employment with the company on the expiry of this fixed-term traineeship Agreement. Any offer of employment, after completion of the 6-week training program, will be subject to satisfactory performance during training, qualification of all criteria - as determined by the central management from time to time - and the needs of the company from time to time. The offer is also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company.

7. Stipend: Your stipend for the entire duration of the training program of 6 weeks is INR 37500 (Stipend). For people whose training (CRT) location is different from the current base location (origin of travel to CRT location is different), an additional allowance of INR 6000 will be added to your stipend to defray a certain part of your travel and relocation expenses.

Payment Processing

The stipend shall be paid monthly on a pro-rata basis as per the number of days worked in the previous month. Travel & Relocation Allowance also shall be paid on the pro-rata basis after the joining along with the immediate next monthly payment of the stipend, given you

have completed 14 days of classroom training on the date of payment of stipend.

Performance pay (incentives)

You will also be eligible for a performance pay of up to 10% of the total sales (confirmed revenue). In case of partial completion of the training program, the compensation would be adjusted on a pro-rata basis till the date of disqualification or the date of voluntary dropout. The above is subject to audit and any wrong/inappropriate/fake sale revenue will be removed from the calculations and will be excluded from confirmed revenue.

8. Deductions: The Company shall be entitled to deduct from the above stipend payable to you calculated on monthly basis, the following contractual, statutory, and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted taxes
- (c) Dues to Company including loans at source at the rates applicable; or
- (d) Any other applicable statutory deductions

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

9. Expense Reimbursement: In addition to the aforementioned stipend, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable for you will be shared post your joining the training program.

10. Company Policies: You will be governed by the Company's policies, regulations, and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policies' tab in your 'Service Platform Account' and/or the 'Applicant Training Program Handout' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. If you join the program from the 1st to the 15th of a month, you are entitled to get the leave credit for that month. If you join the program between the 16th to the end of the month, you are not entitled to the leave credit for that month. You will not be eligible for any other paid leaves during the Applicant Training Program.

12. Absence from duty: During the training program, if you take off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated as loss of pay days. You are expected to report to your department head on rejoining the duty after an absence and provide valid reasons for absence in writing before taking up training again. If you are absent from duty for more than 2* days (including paid and unpaid leaves/consecutive or cumulative), training will be discontinued due to automatic disqualification.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, needs to be read as 3 days, with no change to terms and conditions of Clause 11.)*

13. Termination: Subject to Clause 3, your services may be terminated in the following manner:

a) The Company will be entitled to disqualify your participation in the training program by giving you 48 hours' notice in writing, or by payment of 48 hours' stipend in lieu of such notice with or without cause. In the event you desire to opt-out of the training program, you will be required to give the Company 48 hours' notice in writing or 48 hours' stipend in lieu of such notice.

b) In the event of disqualification on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the training program or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your disqualification will be immediate and without any notice or compensation.

c) In the event of your exit from the Training Program, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the corresponding stipend amount in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be a part of the training program of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your association with the Company.

14. Confidential Information: During the training program, you may come into possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your traineeship in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents, and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in the company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material, and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws,

you shall provide exclusive, transferable, assignable, royalty-free rights in such intellectual property in perpetuity to the Company. You shall not assert any right, title, or interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

a. You are required to devote your entire time, attention, and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your traineeship with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to a breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material, and documents with utmost honesty and professional ethics.

c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

d. During the course of your training program, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit a breach of the terms of your traineeship or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your traineeship forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

e. During the course of your training, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including, but not limited to warning, suspension or disqualification your candidature forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

f. You will keep the Company informed of any change in your residential address, your family status, or any other personal particulars relevant to your traineeship, as and when the change occurs.

g. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the applicant training program by the Company. Your traineeship with the Company shall be contingent upon you executing the said agreement.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your association with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your association. Any modification of this letter will be effective only if it is in writing, signed by both parties.

k. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your training contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining the training program at the earliest. We are certain that as a participant of the training program, you will find challenge, satisfaction, and opportunity in your association with the Company.

You are requested to carry the below-mentioned documents on your joining date

1. Graduation Document
2. Pan Card
3. Aadhaar Card

4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Details of the training program

The training program has two Stages:

Stage1 : Classroom Training Program (CRT)

Duration : 2 Weeks.

Location : At office location (in person)

Post completion of 2 weeks, you will be assessed on various parameters. Only qualifying training participants will be moved to Stage 2 (OJT stage) of the program.

Stage 2 : 'On-the-job' Training (OJT)

Duration : 4 Weeks.

Location : Virtual

Post completion of 4 weeks, the training participants will be assessed on various parameters captured during 4 weeks. Only qualifying training participants will become eligible to be offered a role of BDA (Subject to approval from management). There will be additional performance incentives that will be applicable during the training program.

Please note that this invitation does not guarantee you a permanent employment at BYJU'S. The management reserves the sole right to take the decision.

Yours sincerely,

I have read and understood all the terms and conditions of the Applicant Training Program

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

This is system generated offer letter and does not require an authorized signature.

Annexure

Business Development Associate(BDA) Profile Details

Upon satisfying the conditions mentioned above, the offer for the role of BDA will be extended with a compensation of Rs 10 LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or Rs 8 LPA (5LPA fixed + 3LPA variable) for the role of BDA - Inside Sales.

Your work location after being offered the role of Business Development Associate (post successful clearance of the training program) would be Cochin, or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

If the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to rescind your offer in case the offer has been made or terminate employment if you have joined as an employee.



sset last name <sset@scmsgroup.org>

BYJU'S ENGAGE - Business Development Trainee

5 messages

Byjus Campus <campus@byjus.com>

Fri, Jun 4, 2021 at 4:30 PM

To: keerthana sudheer <keerthana.sudheer@byjus.com>, Niranjana Pramod <niranjana.veer@byjus.com>, Parikshit Kochhar <parikshit.kochhar@byjus.com>

Bcc: sset@scmsgroup.org



Hello,
Greetings from BYJU'S!

It gives us immense pleasure to inform you that we would be moving on to the next phase of the campus recruitment process for the selected students for the profile of **Business Development Trainee** from your college/University. As a first step towards pre-onboarding formalities, we will be having a session (**BYJU'S ENGAGE**) with the selected candidates to help them in understanding more about the profile, ecosystem and the culture that they will be joining in. Kindly ensure that the students are adhering to the timelines.

Details of BYJU'S Engage:- (Please ensure that the students are logging in at least 15 minutes prior to the start of the session)

Date: 5th June 2021**Time: 4 pm – 5 pm**

Platform: Zoom Inc.

Zoom meeting link: <https://us02web.zoom.us/j/89310135355>

Meeting ID: 893 1013 5355

Passcode: Byjus@BDT

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SSET <sset@scmsgroup.org>

Fri, Jun 4, 2021 at 5:09 PM

To: Varun Menon G <varunmenon@scmsgroup.org>

[Quoted text hidden]

Byjus Campus <campus@byjus.com>

Sat, Jun 5, 2021 at 5:20 PM

To: keerthana sudheer <keerthana.sudheer@byjus.com>, Niranjana Pramod <niranjana.veer@byjus.com>

Bcc: sset@scmsgroup.org

Hello,
Greetings from BYJU'S!

Furthermore to our conversation on the Byjus Engage session as a prerequisite kindly ensure that the Byjus Campus Recruitment feedback form is being filled no later than 8pm IST 5th June 2021.

BDT campus feedback form Link : - <https://forms.gle/XkAzjzCYLVryVoj7>

Deadline to fill the form: **5th June 2021 08:00 pm**

[Quoted text hidden]

SSET <sset@scmsgroup.org>

Sat, Jun 5, 2021 at 6:00 PM

To: Meera C Anil <meeracaniil.444@gmail.com>, allenissac08@gmail.com, Gopika Ganga Nair <gopikaganganair@gmail.com>, jishnumuralisiva@gmail.com, Shahistha Shereef <shahistha1999@gmail.com>

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

From: **Byjus Campus** <campus@byjus.com>

Date: Sat, Jun 5, 2021 at 5:25 PM

Subject: Re: BYJU'S ENGAGE - Business Development Trainee

To: keerthana sudheer <keerthana.sudheer@byjus.com>, Niranjana Pramod <niranjana.veer@byjus.com>

[Quoted text hidden]

SSET <sset@scmsgroup.org>
Draft To: Jayanand B <jayanand@scmsgroup.org>

Thu, Sep 9, 2021 at 8:50 AM

[Quoted text hidden]



sset last name <sset@scmsgroup.org>

Recruitment Drive Results 2021 - SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY

3 messages

Byjus Campus <campus@byjus.com>

Tue, Jan 19, 2021 at 6:03 AM

To: sset@scmsgroup.org

Cc: keerthana sudheer <keerthana.sudheer@byjus.com>, Arun Kumar C P <arun.kumar@byjus.com>

Hello

Greetings from Byju's.

Please find below the result for the Virtual campus drive held with **SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY**

A total of 5 students have been selected at BYJU'S – The Learning App.

Please note that an individual joining link and intimation will be received by the candidates for their joining location and training with us in the registered mail ids. The details with respect to training location and onboarding will only be discussed towards the end of course completion.

CandidateName	Email Id	Campus Name	Profile
Meera C Anil	meeracani1.444@gmail.com	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	BDT
ALLEN ISSAC	allenissac08@gmail.com	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	BDT
Gopika Ganga Nair	gopikaganganair@gmail.com	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	BDT
JISHNU MURALI	jishnumuralisiva@gmail.com	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	BDT
Shahistha	shahistha1999@gmail.com	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	BDT

Heartiest Congratulations to them and we look forward to getting them on-boarded at BYJU'S.

Also, for smooth onboarding of the aforementioned candidates, please ensure that they are blocked for Byjus

Please consider the environment before printing this mail

The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences

SSET <sset@scmsgroup.org>

Mon, Jan 18, 2021 at 3:58 PM

Bcc: aneesnmenon6658@gmail.com, Arjun Pillai <aragan.arjund.aryts@gmail.com>, joemon ct <joemonct04@gmail.com>, aishwaryanandakumar99@gmail.com, alan david <alandavidjoseph@gmail.com>, angeleliyajoy31@gmail.com, aparna.koyari@gmail.com, athirasudheer4@gmail.com, saranyasarathp@gmail.com, supriyababu16@gmail.com, varunanil17@gmail.com, Abhijith Vijayan <vijayanabhijith4@gmail.com>, Ajil Jaison <ajiljaison64@gmail.com>, Ameena Azad <ameena7736azad@gmail.com>, anupatsebastian@gmail.com, Ardra Nair <ardra.souparnika@gmail.com>, Ashal M Joshy <aashalmariya123@gmail.com>, ashikb848@gmail.com, dheeshnamd4u@gmail.com, Gayathri V <gayathrivalsaraj27@gmail.com>, riya R <hrpn.hida@gmail.com>, hizana yoonus <hizanayoonus321@gmail.com>, Jiso Jose <jisose6@gmail.com>, Kavitha K K <kavithavanchoorkalam@gmail.com>, Malavika K Nair <malavika.knair@gmail.com>, maneesh krishna <maneeshappus@gmail.com>, Mariya Raphael <marjith347@gmail.com>, Meera C Anil <meeracani1.444@gmail.com>, jamesmilna22@gmail.com, Mohammed Suhaib <msuhaib010@gmail.com>, zaheerjeevee@gmail.com, nealvinod7@gmail.com, Neethu Sunil <neethusunil488@gmail.com>, nimishamanoj033@gmail.com, nivedyap1999@gmail.com, PARVATHI JOSHY <parvathijoshi09@gmail.com>, rahulkr390@gmail.com, Kannan TH <kannanth97@gmail.com>, Rithwik S Menon <rithwikmenons@gmail.com>, rizwanayamin00@gmail.com, robin abraham <abraham28rob@gmail.com>, rohan thevara <rohanjthevara@gmail.com>, Roshan Prasad <roshanp60@gmail.com>, Saranya Mukundan <saranyasaaru99@gmail.com>, Sarath Aravind <asarath36@gmail.com>, Sarath Amay Nair <sarathnair30@outlook.com>, "shimil.k eldose" <shimilkeldose05@gmail.com>, snehanambar7120@gmail.com, Sreeraj baburaj <brsreerajbr@gmail.com>, Sten Benny <stenbenny02@gmail.com>, anzam.suhail4321@gmail.com, swathy harish <Swathyharish.5@gmail.com>, Varun S nair <varunsnair99@gmail.com>, Vikhnesh Krishna <vikhneshkrishna@gmail.com>, Vinay Stephen <Vinaystephen1@gmail.com>, Vishnu Gopidas <vishnugopidas12@gmail.com>, Vishnu Prasad <vishnu787vp@gmail.com>, vishnu raj Vichu <vishnuraj9991@gmail.com>, agathaaji99@gmail.com, varmaaishwarya3@gmail.com, dO Or DiE <amalpod1999@gmail.com>, Amal Ashwin <amalposeidon@gmail.com>, ANAGHA SUJITH <anagha16sujith@gmail.com>, ananyarajesh33@gmail.com, anjalikrishnan11@gmail.com, anjanaksaju97@gmail.com, aravindittekot@gmail.com, Ardra Anil <ardraanil@gmail.com>, aswathy_gp@ieee.org, dennycjose@gmail.com, fathimathul kibthiya <fathimathulkibthiya@gmail.com>, geetikagopinath99@gmail.com, gokulmdas99@gmail.com, gopikaareilgm@gmail.com, Honey Manoj <honeymanoj76@gmail.com>, janetjobyc@gmail.com, krishnaganesh1417@gmail.com, krishnapriyajakumar1@gmail.com, Vishnupriya Sajeevkumar <vpriyasajeevkumar@gmail.com>, Sarath Sajan <sarathsajan1998@gmail.com>, lakshmisree2244@gmail.com, tejas cj <tejascj99@gmail.com>, vishnukm147@gmail.com, abishek jose <abishekjose1@gmail.com>, unnimayamru@gmail.com, anna christintha <christinthaanna06@gmail.com>, bharath kr <bharathkadungoth@gmail.com>, Elvin George <elvinthekkanath@gmail.com>, iamgokulgnadh@gmail.com, Hari Krishnan Veluthattu <harikrishnanveluthattu@gmail.com>, jayesh mohan <jayeshmohan0@gmail.com>, josephbabum1999@gmail.com, manulaby1999@gmail.com, mohammedawaz22@gmail.com, nakashfz19@gmail.com,

rajeswaryvenugopal07@gmail.com, anshyasmile@gmail.com, Shoj Johnson <shojjohnson18@gmail.com>, tritinthomas@gmail.com, Vishnu Unnikrishnan <vishnuabl2@gmail.com>, Abdul basith basith <basithabdulbasith275072@gmail.com>, adwaitkaravettakudy999@gmail.com, Akkshay Saji <Akkshay12@gmail.com>, akshayrko.j@gmail.com, albi george <albigeorge2012@gmail.com>, allenissac08@gmail.com, amal revi <amalrevi37@gmail.com>, Anandhukrishna Op <anandhu2724@gmail.com>, Anand Sivan <anandsivan1999@gmail.com>, anantha111noir@gmail.com, Aravind S <aravindnbsuresh@gmail.com>, Ashwin B <ashwinbvishnu@gmail.com>, Aswathy Sairam <ashwathy0124@gmail.com>, aswinbmohan7@gmail.com, Freak Bro <aswinshaj@gmail.com>, avineshvilasan1@gmail.com, BERTON SIMON <1234berton@gmail.com>, Febin C Jose <febinjosec98@gmail.com>, Gokul suresh <gokulsuresh4006@gmail.com>, Gopika Ganga Nair <gopikaganganair@gmail.com>, jishnumuralisiva@gmail.com, kiranj90611@gmail.com, Kurian Paul <Kurianpaulp007@gmail.com>, Mahesh Nair <maheshnair2311@gmail.com>, Manu Krishna <manusdk22@gmail.com>, mohammedsharookbn@gmail.com, Nadeem Ahmed <vanadeem@gmail.com>, navneethkrishnakumar25@gmail.com, Sabari Vishnu P <sabarivishnu99@gmail.com>, "Raghav R.Nair" <raghavrnaair831@gmail.com>, Ragin krishna <raginkrishna59@gmail.com>, rahulrj7000@gmail.com, Rahul Sanjay <rahulsanjay520003@gmail.com>, Ram Kumar <ram65764@gmail.com>, risvanp11@gmail.com, sarangknp@gmail.com, shahistha1999@gmail.com, Sravan Vinod K <sravanvinodk111@gmail.com>, sreeharsh28012000@gmail.com, togin tom <togintom18@gmail.com>, varun b <varunbalan99@gmail.com>, Vishnu Vijay <vishnuv044@gmail.com>

Dear Students,

Heartiest congrats to all the five selected students.

Regards,

Sujitha Vinod
Secretary Placement Cell
SCMS School of Engineering and Technology
[Quoted text hidden]

SSET <sset@scmsgroup.org>
To: Varun Menon G <varunmenon@scmsgroup.org>

Tue, Jan 19, 2021 at 9:10 AM

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

From: **Byjus Campus** <campus@byjus.com>

Date: Tue, Jan 19, 2021 at 6:03 AM


[Quoted text hidden]

[Quoted text hidden]

2:22 PM

4G 15



Capgemini congratulates you on your selection and presents you our Letter Of Intent   Inbox



Superset 12:35 PM
to me 




Capgemini 

Love your career.
 your career.

-  Most Ethical Company - Eight times in a row
-  We're highly-rated on Glasdoor
-  Capgemini Research Institute ranked #1
-  Our gender balance Initiatives
-  Our global client stories

Dear Akhil Paul,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre-requisite information as well as update all the required documents asked during the course of this process before Aug 22, 2021 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets(If applicable)
- Diploma Certificate(If applicable)
- Post-graduation Marksheets* (If applicable)
- Post-graduation Certificate*(If applicable)

*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

Note the following points while completing the process :

- **Marksheets should be scanned and uploaded semester/year wise only**
- **Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only**
- **Maximum file size limit is 4MB**
- **The file nomenclature should be (FirstName LastName DocumentName)**



sset last name <sset@scmsgroup.org>

offer letter

2 messages

Akhil Paul <akhilthomaspaul@gmail.com>
To: SSET <sset@scmsgroup.org>

Tue, Aug 17, 2021 at 5:51 PM



Screenshot_2021-08-17-17-50-15-434_com.google.android.gm.jpg
480K

SSET <sset@scmsgroup.org>
To: Akhil Paul <akhilthomaspaul@gmail.com>

Tue, Aug 17, 2021 at 7:51 PM

Thanku

On Tuesday, August 17, 2021, Akhil Paul <akhilthomaspaul@gmail.com> wrote:



30-Aug-2021

Dear Anzu John,
B.Tech, Computer Science & Engineering
SCMS School of Engineering and Technology, Ernakulam

Candidate ID – 17785009

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

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

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

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

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

Please note:

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

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

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

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

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

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

3.1 Cognizant Internship:

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

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

3.2 Continuous Skill Development (CSD) Program:

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

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

3.3 GenC Training Post joining:

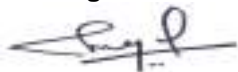
a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

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

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Anzu John **Designation:** Programmer Analyst Trainee

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

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

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

Leave & Vacation:

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

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

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

Provident Fund Wages:

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

Employees State Insurance:

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

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

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

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

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

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

AND

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

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

RECITAL:

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

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

1. Duties and Responsibilities

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

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

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

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

4. Confidentiality

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

5. Data Protection

By signing below,

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

6. Work Schedule

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

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

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

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

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

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

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

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

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

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

16. Deputation, Assignment and Transfer

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

17. Survival

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

18. Dispute Resolution and Governing law

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

19. General

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

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

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

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

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

Sign: _____
Name:

Sign: _____
Name:



30-Aug-2021

Dear Ajil Jaison,
B.Tech, Computer Science & Engineering
SCMS School of Engineering and Technology, Ernakulam

Candidate ID – 17785217

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

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

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

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

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

Please note:

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

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

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

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

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

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

3.1 Cognizant Internship:

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

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

3.2 Continuous Skill Development (CSD) Program:

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

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

3.3 GenC Training Post joining:

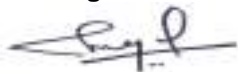
a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

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

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Ajil Jaison **Designation:** Programmer Analyst Trainee

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

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

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

Leave & Vacation:

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

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

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

Provident Fund Wages:

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

Employees State Insurance:

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

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

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

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

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

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

AND

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

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

RECITAL:

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

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

1. Duties and Responsibilities

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

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

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

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

4. Confidentiality

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

5. Data Protection

By signing below,

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

6. Work Schedule

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

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

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

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

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

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

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

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

15. Termination of Employment

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

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

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

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

16. Deputation, Assignment and Transfer

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

17. Survival

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

18. Dispute Resolution and Governing law

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

19. General

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

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

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

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

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

Sign: _____
Name:

Sign: _____
Name:



30-Aug-2021

Dear Rosemol Biju,
B.Tech, Computer Science
SCMS School of Engineering and Technology, Ernakulam

Candidate ID – 17785973

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

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

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

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

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

Please note:

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

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

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

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

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

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

3.1 Cognizant Internship:

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

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

3.2 Continuous Skill Development (CSD) Program:

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

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

3.3 GenC Training Post joining:

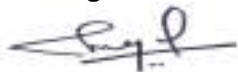
a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

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

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Rosemol Biju **Designation:** Programmer Analyst Trainee

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

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

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

Leave & Vacation:

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

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

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

Provident Fund Wages:

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

Employees State Insurance:

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

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

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

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

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

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

AND

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

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

RECITAL:

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

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

1. Duties and Responsibilities

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

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

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

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

4. Confidentiality

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

5. Data Protection

By signing below,

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

6. Work Schedule

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

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

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

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

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

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

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

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

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

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

16. Deputation, Assignment and Transfer

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

17. Survival

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

18. Dispute Resolution and Governing law

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

19. General

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

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

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

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

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

Sign: _____
Name:

Sign: _____
Name:



sset last name <sset@scmsgroup.org>

Fwd: Congratulations! Selected for Cognizant's GenC - Developer

2 messages

Ijaz M <ijazanwar48@gmail.com>
To: SSET <sset@scmsgroup.org>

Fri, Sep 3, 2021 at 10:51 AM

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

From: **Superset** <notifications@email.joinsuperset.com>
Date: Sat, 21 Aug 2021, 7:46 pm
Subject: Congratulations! Selected for Cognizant's GenC - Developer
To: <ijazanwar48@gmail.com>

Dear Ijaz M.,

Greetings from Cognizant!

Congratulations on clearing the Cognizant interview for GenC - Developer! We are happy to inform you that you've been selected for the role. Your journey with Cognizant will be full of learning experiences that help you grow as a professional. You will soon receive communication from Cognizant detailing the steps ahead in the process.

The online selection approach has necessitated a few additional verification process steps and we are in the final stage of completing the same before the offer rollout

We really look forward to you joining Cognizant and contributing to the growth of the company in the years to come.

Stay safe and healthy!

Best Regards
Human Resources- GenC Program
Cognizant

SSET <sset@scmsgroup.org>
To: Ijaz M <ijazanwar48@gmail.com>

Fri, Sep 3, 2021 at 11:06 AM

thanku

[Quoted text hidden]



sset last name <sset@scmsgroup.org>

Dexlock Campus Placement 2020-21

4 messages

Athulya Byju <athulya@dexlock.com>
To: sset@scmsgroup.org

Mon, Nov 9, 2020 at 5:18 PM

Hello,

Greetings from Dexlock!

We hope you are all safe & well out there.

We are eagerly awaiting the opportunity to meet the new batch from your esteemed institute and join hands with you as part of this year's recruitment activities.

Eligibility Criteria

BTech (2021 batch)	: Computer Science
12th Grade	: 80% & above
10th Grade	: 85% & above

Job Profile

Dexlock focuses predominantly in the area of **Data Science, Frontend Engineering, Backend Engineering & Mobile Development**. We are on the hunt for intellectually bright engineers who are aspiring to grow in the field of technology and have the ability to design, code and implement customer-centric applications.

Roles and responsibility

- Good knowledge in any one programming language (Java/Python/JavaScript/Go).
- Exceptional knowledge of core computer science subjects (TheoryOfComputation, DatabaseSystems, DataStructures, Algorithms, OperatingSystems).
- Strong knowledge of JavaScript, JQuery, HTML5, CSS3, React JS is a plus.
- Excellent verbal and written communication skills.
- Self-motivated to build and iterate in a quick cycle.
- Excellent analytical and time management skills.
- Teamwork skills with a problem-solving attitude.

Designation: Software Engineer

Employment Type: Full-Time

Job Location: MG Road, Kochi

CTC: **3.2 to 4 LPA**

Kindly share the list of interested candidates in the following format latest by **16 November 2020** :

SI No.	Name	10th (% or Grade)	12th (% or Grade)	No. of standing arrears	Current Location	Email ID	Contact Number

Best Regards,

Athulya Byju
Senior HR Executive



Phone: Mob: +91-8921-868-656 | Off: +91-484-404-2222

Website: www.dexlock.com

SSET <sset@scmsgroup.org>
To: Athulya Byju <athulya@dexlock.com>

Tue, Nov 10, 2020 at 9:34 AM

Dear Madam,

Thanks for the interest shown for the recruitment of our 2021 batch students too. As per the mail, the details of students will be mailed soon.

Kindly intimate further details of the schedule and selection process.

Regards

Dr. Varun G Menon, *Senior Member IEEE, ACM Distinguished Speaker*

Head of Dept. of Computer Science and Eng.
Corporate Relations and International Collaborations -i/c
SCMS School of Engineering and Technology
Kerala, India - 683 576, Mob: +91 8714504684
[Quoted text hidden]

SSET <sset@scmsgroup.org>
To: Varun Menon G <varunmenon@scmsgroup.org>

Tue, Nov 10, 2020 at 1:29 PM

FYI.

[Quoted text hidden]

SSET <sset@scmsgroup.org>
To: Athulya Byju <athulya@dexlock.com>
Cc: Varun Menon G <varunmenon@scmsgroup.org>

Fri, Nov 13, 2020 at 3:23 PM

Dear Madam,

Thanks for the interest shown for the recruitment of our 2021 batch students too. As per the mail, attached herewith the filled template of our 48 candidates for your kind reference.

Kindly intimate further details of the schedule and selection process.

Regards

Dr. Varun G Menon, *Senior Member IEEE, ACM Distinguished Speaker*

Head of Dept. of Computer Science and Eng.
Corporate Relations and International Collaborations -i/c
SCMS School of Engineering and Technology
Kerala, India - 683 576, Mob: +91 8714504684

On Mon, Nov 9, 2020 at 5:19 PM Athulya Byju <athulya@dexlock.com> wrote:

[Quoted text hidden]

SSET-Dexlock registration 21.xlsx
14K



sset last name <sset@scmsgroup.org>

Dexlock Campus Placement 2020-21

16 messages

Athulya Byju <athulya@dexlock.com>
Bcc: sset@scmsgroup.org

Tue, Nov 17, 2020 at 4:02 PM

Hello,

We are comfortable with **26th November 2020, Thursday**. Please consider this email as a confirmation from our end.

Kindly share a copy of the college ID cards of the interested candidates by **24 November 2020**.

The other details of the process shall be shared via email on 25th November.

Best Regards,

Athulya Byju
Senior HR Executive



Phone: Mob: +91-8921-868-656 | Off: +91-484-404-2222
Website: www.dexlock.com

SSET <sset@scmsgroup.org>
To: Athulya Byju <athulya@dexlock.com>

Wed, Nov 18, 2020 at 2:44 PM

Dear Madam,

Thanks for the confirmation of test date, **26th November 2020, Thursday**, and as per the mail, copies of the college ID cards of our candidates will be shared at the earliest.

Thanks and Regards,

Dr. Varun G Menon, Senior Member IEEE, ACM Distinguished Speaker
Head of the Department - Computer Science and Engineering
Corporate Relations and International Collaborations -i/c
SCMS School of Engineering and Technology
Karukutty, Ernakulam, Kerala, India - 683 576, Mob: +91 8714504684
[Quoted text hidden]

SSET <sset@scmsgroup.org>
To: Athulya Byju <athulya@dexlock.com>

Mon, Nov 23, 2020 at 2:05 PM

Dear Madam,

Thanks for the confirmation of the test date, **26th November 2020, Thursday**, and as per the mail, please find the attached College ID card copies of our **43 candidates**. The remaining following two of them had left their College ID Card in the College hostel rooms, which they couldn't collect back, since the pandemic situation.

9. Ardra Nair

32. Rohan J Thevara

Hope you will consider them too for the test, considering the current scenario.

Thanks and Regards,

Dr. Varun G Menon, Senior Member IEEE, ACM Distinguished Speaker
Head of the Department - Computer Science and Engineering
Corporate Relations and International Collaborations -i/c

SCMS School of Engineering and Technology

Karukutty, Ernakulam, Kerala, India - 683 576, Mob: +91 8714504684

[Quoted text hidden]

51 attachments



11-ARSHIK ANTONY-COLLEGE ID CARD.jpeg
85K



14-ASHBY BABU-COLLE ID CARD.png
1055K



18-FARZANA V M-COLLEGE ID CARD PAGE 1.jpg
458K



18-FARZANA V M-COLLEGE ID CARD PAGE 2.jpg
568K

19-GAYATHRI V-COLLEGE ID CARD.jpg
307K



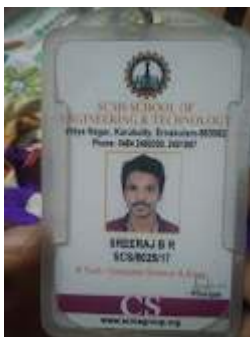
27-MARIYA RAPHEL-COLLEGE ID CARD PAGE1.jpeg
68K



27-MARIYA RAPHEL-COLLEGE ID CARD PAGE2.jpeg
70K



40-SREERAJ B R-COLLEGE ID CARD.jpg
1730K



43-VIKHNESH KRISHNA-COLLEGE ID CARD PAGE1.jpg
1858K



43-VIKHNESH KRISHNA-COLLEGE ID CARD PAGE2.jpg
1859K

44-VINAY STEEPHEN-COLLEGE ID CARD PAGE1.jpg
86K



45-VINIL VARGHESE-COLLEGE ID CARD PAGE1.jpg
2163K

























45-VINIL VARGHESE-COLLEGE ID CARD PAGE2.jpg
2061K



-  **1-ABHIJITH CHACKO-COLLEGE ID CARD.pdf**
261K
-  **2-ABHIJITH VIJAYAN-COLLEGE ID CARD.pdf**
643K
-  **3-AJILJAISON-COLLEGE ID CARD.pdf**
311K
-  **4-AKHIL PAUL-COLLEGE ID CARD.pdf**
198K
-  **5-AKSHARA K R-COLLEGE ID CARD.pdf**
206K
-  **6-ANIRUDH SASI-COLLEGE ID CARD.pdf**
336K
-  **7-ANJALI K P-COLLEGE ID CARD.pdf**
383K
-  **8-ANUPA T SEBASTIAN-COLLEGE ID CARD.pdf**
92K
-  **10-ARJUN SUBRAMANIAN-COLLEGE ID CARD.pdf**
294K
-  **12-ARUNDATHI A-COLLEGE ID CARD.pdf**
199K
-  **13-ASHAL M JOSHY-COLLEGE ID CARD.pdf**
159K
-  **15-ASHIK MATHEW-COLLEGE ID CARD.pdf**
164K
-  **16-DEVIKA CHANDRAN-COLLEGE ID CARD.pdf**

309K

-  **17-DIVYA SABU-COLLEGE ID CARD.pdf**
316K
-  **20-HISANA T Y-COLLEGE ID CARD.pdf**
269K
-  **21-JISO JOSE-COLLEGE ID CARD.pdf**
327K
-  **22-JITHIN JOSEPH MICHAEL-COLLEGE ID CARD.pdf**
205K
-  **23-JIYA BENNY-COLLEGE ID CARD.pdf**
417K
-  **24-JOE MATHEW PAUL-COLLEGE ID CARD.pdf**
116K
-  **25-KAVITHA K K-COLLEGE ID CARD.pdf**
469K
-  **26-MANEESH KRISHNA M-COLLEGE ID CARD.pdf**
234K
-  **28-MILNA JAMES-COLLEGE ID CARD.pdf**
240K
-  **29-NIVEDYA K P-COLLEGE ID CARD.pdf**
106K
-  **30-PARVATHI P J-COLLEGE ID CARD.pdf**
294K
-  **31-RITHWIK S MENON-COLLEGE ID CARD.pdf**
303K
-  **33-ROSEMOL BIJU-COLLEGE ID CARD.pdf**
713K
-  **34-SARATH A-COLLEGE ID CARD.pdf**
520K
-  **35-SARATH J-COLLEGE ID CARD.pdf**
73K
-  **36-SHALLET MARY T ELDHO-COLLEGE ID CARD.pdf**
61K
-  **37-SHILPA SEKHAR-COLLEGE ID CARD.pdf**
351K
-  **38-SHIMIL K ELDHOSE-COLLEGE ID CARD.pdf**
111K
-  **39-SIMON SAJU-COLLEGE ID CARD.pdf**
121K
-  **41-SUMAYYA SUHAIL-COLLEGE ID CARD.pdf**
192K
-  **42-SWATHY HARISH-COLLEGE ID CARD.pdf**
531K
-  **44-VINAY STEEPHEN-COLLEGE ID CARD PAGE2.pdf**
481K
-  **46-VISHNU GOPIDAS-COLLEGE ID CARD.pdf**
122K
-  **47-VISHNUPRASAD R-COLLEGE ID CARD.pdf**
603K
-  **48-VISHNURAJ K R-COLLEGE ID CARD.pdf**
428K

Athulya Byju <athulya@dexlock.com>
To: SSET <sset@scmsgroup.org>

Mon, Nov 23, 2020 at 3:56 PM

Hello Sir,

Could you please ask them to share a copy of their any other valid photo ID card.

Best Regards,

Athulya Byju
Senior HR Executive



Phone: Mob: +91-8921-868-656 | Off: +91-484-404-2222
Website: www.dexlock.com

[Quoted text hidden]

SSET <sset@scmsgroup.org>
To: Athulya Byju <athulya@dexlock.com>

Mon, Nov 23, 2020 at 4:00 PM

Dear Madam,

Thanks for the consideration. Will share a copy of the following students valid photo ID card today itself..

9. Ardra Nair

32. Rohan J Thevara

Thanks and Regards,

Dr. Varun G Menon, Senior Member IEEE, ACM Distinguished Speaker
Head of the Department - Computer Science and Engineering
Corporate Relations and International Collaborations -i/c

SCMS School of Engineering and Technology

Karukutty, Ernakulam, Kerala, India - 683 576, Mob: +91 8714504684

[Quoted text hidden]

SSET <sset@scmsgroup.org>
To: Athulya Byju <athulya@dexlock.com>

Mon, Nov 23, 2020 at 6:43 PM

Dear Madam,

I am attaching herewith the valid Govt. Photo ID card of the following students, towards the online test scheduled by your esteemed organization on 26th november 2020.

9. Ardra Nair

32. Rohan J Thevara

Please feel free to contact, for any further clarifications.

Thanks and Regards,

Dr. Varun G Menon, Senior Member IEEE, ACM Distinguished Speaker
Head of the Department - Computer Science and Engineering
Corporate Relations and International Collaborations -i/c

SCMS School of Engineering and Technology

Karukutty, Ernakulam, Kerala, India - 683 576, Mob: +91 8714504684

[Quoted text hidden]

2 attachments **9-ARDRA NAIR-AADHAAR CARD.pdf**
420K **32-ROHAN J THEVARA-DRIVING LICENCE ID.pdf**
254K

Athulya Byju <athulya@dexlock.com>
Bcc: sset@scmsgroup.org

Wed, Nov 25, 2020 at 10:00 AM

Hello,

Greetings from Dexlock!

We are excited to meet some brilliant young minds tomorrow! Before we move onto our recruitment process, we would like the students to go through the following guidelines, kindly share.

- Download [OBS Studio](#) and follow the steps mentioned in the attached document.
- You are mandatorily required to join the calendar invites sent to you before we begin the test.
- Make sure to turn on the microphone and camera once you join the meeting.
- Ensure you choose a noise-free atmosphere while attending the test.
- Do not leave the meeting once you join it until there is further instruction from our end.
- You may be asked to display your college ID cards, hence keep it handy throughout the recruitment process. (If you do not have your college ID card, please ensure you have a valid photo ID card with you)
- The test will consist of two sections (2 separate links shall be shared with you over the google chat), 30 minutes each.
- Ensure you stay alert on the chats to get your question paper links.
- As soon as you wind up the test, you must send your video recordings to the placement cell. The placement cell shall share the recording of the students who clear the first round with us, once the results are announced.
- If you happen to leave the call while on test/interview, you are expected to rejoin within 5 minutes, else you shall not be further permitted to complete the recruitment process. Also, if you face any other issue, you may reach out to HR immediately. (8921868656, 7902833902)
- You are expected to dress professionally for the placement drive.
- If you face any issues in the installation, you may please reach out to our system admin. (7907305023).

You are expected to complete the installation process and be available for the pre-placement talk by 9 a.m.

If you have any questions or face any difficulties, please feel free to reach out to us.

Best Regards,


Athulya Byju
Senior HR Executive

Phone: Mob: +91-8921-868-656 | Off: +91-484-404-2222

Website: www.dexlock.com

On Tue, Nov 17, 2020 at 4:02 PM Athulya Byju <athulya@dexlock.com> wrote:

[Quoted text hidden]

4 attachments **OBS black screen error.pdf**
564K **OBS-windows-10-installation.pdf**
698K **OBS-ubuntu-18-installation.pdf**

746K

 **OBS-macOS-installation (2).pdf**
1972K

SSET <sset@scmsgroup.org>

Tue, Nov 24, 2020 at 5:29 PM

Bcc: abhijith chacko <abhijithultimate07@gmail.com>, Abhijith Vijayan <vijayanabhijith4@gmail.com>, Ajil Jaison <ajiljaison64@gmail.com>, Akhil Paul <akhilthomaspaul@gmail.com>, aksharakrajesh7@gmail.com, Anirudh Sasi <anirudhsasi60@gmail.com>, Anjali K P <anjali kp9240@gmail.com>, anupatsebastian@gmail.com, Ardra Nair <ardra.souparnika@gmail.com>, mannofsteel8@gmail.com, Arshik Antony <01antony.arshik@gmail.com>, Arundhathi A <arundhathiaa@gmail.com>, Ashal M Joshy <aashalmariya123@gmail.com>, Ashby Babu <ashby512881@gmail.com>, "Ashik. Mathew" <ashik.mathew.pjm@gmail.com>, devzz <devika.99245@gmail.com>, Divya Sabu <divya13499@gmail.com>, farzanavm1999@gmail.com, Gayathri V <gayathrivalsaraj27@gmail.com>, hizana yoonus <hizanayoonus321@gmail.com>, Jiso Jose <jisojose6@gmail.com>, Jithin Michael <jithujesu@gmail.com>, JIYA BENNY <jiyabenny1999@gmail.com>, Joel Mathew paul <joelmathewpaul007@gmail.com>, Kavitha K K <kavithavanchoorkalam@gmail.com>, maneesh krishna <maneeshappus@gmail.com>, Mariya Raphel <marjith347@gmail.com>, jamesmilna22@gmail.com, nivedyakp1999@gmail.com, PARVATHI JOSHY <parvathijoshi09@gmail.com>, Rithwik S Menon <rithwikmenons@gmail.com>, rohan thevara <rohanjthevara@gmail.com>, rosemolbiju15@gmail.com, Sarath Aravind <asarath36@gmail.com>, sarath j <jsarathkaralmanna@gmail.com>, Shallet Mary <shalletmary1999@gmail.com>, Shilpa Sekhar <shilpasekhar99@gmail.com>, "shimil.k eldose" <shimilkeldose05@gmail.com>, Simon Saju <simonsaju1@gmail.com>, Sreeraj baburaj <brsreerajbr@gmail.com>, anzam.suhail4321@gmail.com, swathy harish <swathyharish.5@gmail.com>, Vikhnesh Krishna <vikhneshkrishna@gmail.com>, Vinay Stephen <vinaystephen1@gmail.com>, Vinil Varghese <vinilvarghesethecr7@gmail.com>, Vishnu Gopidas <vishnugopidas12@gmail.com>, Vishnu Prasad <vishnu787vp@gmail.com>, vishnu raj Vichu <vishnuraj9991@gmail.com>

Dear Students,

All the very best for the Dexlock recruitment process.

Regards

Placements

SSET


[Quoted text hidden]

[Quoted text hidden]

Best Regards,

[Quoted text hidden]

Website: www.dexlock.com

4 attachments **OBS black screen error.pdf**
564K **OBS-windows-10-installation.pdf**
698K **OBS-ubuntu-18-installation.pdf**
746K **OBS-macOS-installation (2).pdf**
1972K

Athulya Byju <athulya@dexlock.com>

Wed, Nov 25, 2020 at 11:36 AM

To: SSET <sset@scmsgroup.org>

Hello Sir,

Could you please update Vinay Steephen's card. We wanted the frontside.

Best Regards,

Athulya Byju
Senior HR Executive



Phone: Mob: +91-8921-868-656 | Off: +91-484-404-2222

Website: www.dexlock.com

[Quoted text hidden]

SSET <sset@scmsgroup.org>
To: Athulya Byju <athulya@dexlock.com>

Wed, Nov 25, 2020 at 12:04 PM

Dear Madam,

Please find the attached Front Page of the College ID card of Mr. Vinay Sreephen.

Thanks and Regards,

Dr. Varun G Menon, Senior Member IEEE, ACM Distinguished Speaker
Head of the Department - Computer Science and Engineering
Corporate Relations and International Collaborations -i/c
SCMS School of Engineering and Technology
Karukutty, Ernakulam, Kerala, India - 683 576, Mob: +91 8714504684

On Wed, Nov 18,

[Quoted text hidden]

 **44-VINAY STEEPHEN-COLLEGE ID CARD PAGE1.jpg**
86K

Anjali K P <anjali kp9240@gmail.com>
To: SSET <sset@scmsgroup.org>

Thu, Nov 26, 2020 at 12:44 PM

Recording of exam

 **2020-11-26 10-02-01.mp4**

[Quoted text hidden]

Athulya Byju <athulya@dexlock.com>
To: SSET <sset@scmsgroup.org>

Thu, Nov 26, 2020 at 2:40 PM

Hello,

Please find below the students who are selected for the next round.

1. Abhijith Vijayan
2. Gayathri V
3. Jiso Jose
4. VISHNURAJ K R
5. Ashal M Joshy
6. Ajil Jaison
7. Parvathi P.J
8. Sarath A
9. Rithwik S Menon
10. Nivedya K P
11. Jiya Benny
12. Milna James
13. MANEESH KRISHNA M

14. Arshik Antony
15. Divya Sabu
16. Devika Chandran
17. Swathy harish
18. Jithin Joseph Michael
19. Rohan J Thevara

Kindly ask the students to join the links shared ASAP.

Meanwhile, please share a copy of their resumes (immediately) and video recordings too.

Best Regards,

Athulya Byju

Senior HR Executive



Phone: Mob: +91-8921-868-656 | Off: +91-484-404-2222

Website: www.dexlock.com

[Quoted text hidden]

Athulya Byju <athulya@dexlock.com>
To: SSET <sset@scmsgroup.org>

Thu, Nov 26, 2020 at 4:43 PM

Hello Sir,

Kindly share the resumes.

Best Regards,

Athulya Byju

Senior HR Executive



Phone: Mob: +91-8921-868-656 | Off: +91-484-404-2222

Website: www.dexlock.com

[Quoted text hidden]

SSET <sset@scmsgroup.org>

Thu, Nov 26, 2020 at 7:31 PM

To: abhijith chacko <abhijithultimate07@gmail.com>, Abhijith Vijayan <vijayanabhijith4@gmail.com>, Ajil Jaison <ajiljaison64@gmail.com>, Akhil Paul <akhilthomaspaul@gmail.com>, aksharakrajesh7@gmail.com, Anirudh Sasi <anirudhsasi60@gmail.com>, Anjali K P <anjalikp9240@gmail.com>, anupatsebastian@gmail.com, Ardra Nair <ardra.souparnika@gmail.com>, mannofsteel8@gmail.com, Arshik Antony <01antony.arshik@gmail.com>, Arundhathi A <arundhathiaa@gmail.com>, Ashal M Joshy <aashalmariya123@gmail.com>, Ashby Babu <ashby512881@gmail.com>, "Ashik. Mathew" <ashik.mathew.pjm@gmail.com>, devzz <devika.99245@gmail.com>, Divya Sabu <divya13499@gmail.com>, farzanavm1999@gmail.com, Gayathri V <gayathrivalsaraj27@gmail.com>, hizana yoonus <hizanayoonus321@gmail.com>, Jiso Jose <jisojose6@gmail.com>, Jithin Michael <jithujesu@gmail.com>, JIYA BENNY <jiyabenny1999@gmail.com>, Joel Mathew paul <joelmathewpaul007@gmail.com>, Kavitha K K <kavithavanchoorkalam@gmail.com>, maneesh krishna <maneeshappus@gmail.com>, Mariya Raphel <marjith347@gmail.com>, jamesmilna22@gmail.com, nivedyakp1999@gmail.com, PARVATHI JOSH Y <parvathijoshi09@gmail.com>, Rithwik S Menon <rithwikmenons@gmail.com>, rohan thevara <rohanjthevara@gmail.com>, rosemolbiju15@gmail.com, Sarath Aravind <asarath36@gmail.com>, sarath j <jsarathkaralmanna@gmail.com>, Shallet Mary <shalletmary1999@gmail.com>, Shilpa Sekhar <shilpasekhar99@gmail.com>, "shimil.k eldose" <shimilkeldose05@gmail.com>, Simon Saju <simonsaju1@gmail.com>, Sreeraj baburaj <brsreerajbr@gmail.com>, anzam.suhail4321@gmail.com, swathy harish <swathyharish.5@gmail.com>, Vikhnesh Krishna <vikhneshkrishna@gmail.com>, Vinay Stephen <vinaystephen1@gmail.com>, Vinil Varghese <vinilvarghesethecr7@gmail.com>, Vishnu Gopidas <vishnugopidas12@gmail.com>, Vishnu Prasad <vishnu787vp@gmail.com>, vishnu raj Vichu <vishnuraj9991@gmail.com>

Dear Students,

Please find the below 19 shortlisted students by Dexlock. Students must join the links shared ASAP.

Meanwhile, please share a copy of your resumes (immediately) and video recordings too, if not done to sset@scmsgroup.org at the earliest.

Regards

Dr. Varun G Menon.

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

From: **Athulya Byju**

Date: Thu, Nov 26, 2020 at 4:40 PM

Subject: Re: Dexlock Campus Placement 2020-21

To: SSET <sset@scmsgroup.org>

[Quoted text hidden]

Athulya Byju <athulya@dexlock.com>
To: SSET <sset@scmsgroup.org>
Cc: HR Dexlock <hr@dexlock.com>

Thu, Nov 26, 2020 at 9:39 PM

Hello,

Please find below the student who has cleared our interview and have been selected.

1. **Jithin Joseph Michael**

We will be generating the offer letters tomorrow morning.

Looking forward to more fruitful associations with your campus in the coming years. Thank you.

Best Regards,

Athulya Byju

Senior HR Executive



Phone: Mob: +91-8921-868-656 | Off: +91-484-404-2222

Website: www.dexlock.com

[Quoted text hidden]

SSET <sset@scmsgroup.org>
To: Athulya Byju <athulya@dexlock.com>

Fri, Nov 27, 2020 at 11:46 AM

Dear Madam,

Thanks for the selected list. Kindly clarify whether the shortlisted students resumes and records need to be mailed to you.

Hope to be in loop with your esteemed organization in the coming years recruitments too.

Thanks and Regards,

Dr. Varun G Menon, Senior Member IEEE, ACM Distinguished Speaker

Head of the Department - Computer Science and Engineering

Corporate Relations and International Collaborations -i/c

SCMS School of Engineering and Technology

Karukutty, Ernakulam, Kerala, India - 683 576, Mob: +91 8714504684

[Quoted text hidden]

To,

Jithin Joseph Michael
SCMS School of Engineering & Technology
Kochi

27 November 2020

Offer Letter

Hi,

Further to the interview and discussion you had with us, we are pleased to offer you the position of a '**Software Engineer**' in our company. The Annual CTC will be **INR 3,20,000 (Three Lakh Twenty Thousand Only)** on successful completion of your training period and confirmation.

Your initial salary for a period of 6 months under probation would be **INR 15000/-** per month. You are required to agree to the special terms and conditions as described in 'Annexure-A1'.

Please submit the following documents at the time of joining:

- Copies of certificates proving education qualifications - (10th,12th & B-Tech).
- Copy of Aadhar card (Employees without an Aadhar card will have to submit the same within 20 days from the time of joining).
- Copy of passport and pan card.
- Passport size photograph (3 no's).

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

Sincerely,

Jibin Ashraf
Chief Executive Officer

Annexure - A1

1. You will be on probation for an initial period of six months. Your transition from probationer to a permanent Dexlock employee will be based on your performance at the end of six months. If your performance does not meet our expectations, your probationary period shall be further extended.
2. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as proof of the above, we retain the right to review our offer of employment.
3. During the course of your employment with Dexlock, secret, confidential, proprietary, or protected trade secret information may be disclosed to you. Dexlock also signs NDAs on certain projects, to protect our clients' confidential information. Such information should not be shared with individuals or entities outside Dexlock, even after you leave the company. You will be required to sign our Confidentiality and Non-Disclosure Agreement when you join Dexlock. Additionally, you may be asked to sign individual confidentiality agreements that are being made to protect specific information on certain projects.
4. You are entitled to 15 days of paid leave a year. Requests for vacation will be approved if it does not impact project/work delivery and workarounds can be arranged. However, we expect you to be available at our office during the probationary period.
5. Dexlock might terminate your employment immediately for various reasons such as misconduct, unsatisfactory performance, tardiness, absenteeism, violating any terms and conditions and for compromising confidential information.
6. You may terminate your employment by giving three months' notice. Dexlock may relieve you from your duties before the notice period if you are not allocated to any ongoing projects. While on probation, you may be asked to serve the notice if you are allocated to any project for the purpose of replacement. During the course of any deputation or project assignment, you may not be permitted to issue a notice of termination.
7. Upon joining, for more details regarding company holidays, other guidelines, policies, processes, and other updates visit our online employee handbook: codex.dexlock.com regularly.
8. Dexlock reserves the right to take disciplinary action, up to and including termination for violation of any of the above terms of employment.
9. All details mentioned in this offer letter are strictly confidential and must not be shared with any individual or organization.



I have read, understood and hereby accept all the above terms of employment.

Full Name & Signature: _____

Date: _____

Dexlock Technologies LLP

60/4201 F, 3rd Floor, Ravis Arcade, M.G Road, Emakulam 682035.

 +91 484 404 2222  info@dexlock.com

OFFER LETTER
(Personal & Confidential)

Dear Gokul G Nadh,

This letter will memorialize the terms of your employment by Emvigo Technologies Private Limited (hereinafter referred to as the Company or Emvigo) as **Technology Analyst Level-1**. Your employment is contingent on your ability to furnish employment eligibility documentation as required by law. We look forward to your joining us and helping us grow the Company's business!

The terms of your employment are as follows:

Start Date: 2 August 2021

Salary: Your starting compensation during the initial 3 months of training period will be **Rs 8,000/- per month**. During on job training period (starting from fourth month), your compensation will be increased to **Rs 10,000/- per month**. And upon successful completion of probation period, you will be made permanent and will be eligible for salary revision based on your performance and in compliance with the Company norms with respect to your Designation.

Probation period: Your Probation period will be for **6 months** starting from the date of joining which may be reduced or extended, if considered necessary by the Company, at its discretion or based upon your overall performance during the probation period. At any point during this period if your performance is found extremely below standards, the management is free to terminate your employment by giving one (1) month notice or salary in lieu of such notice. If you decide to leave the Company during probation period, you need to serve 45 days notice or salary in lieu of such notice, unless otherwise agreed mutually, the Company is not entitled to give any salary or any other employee benefits thereof on such arrangements. However, If the Company incurs loss in any manner on account of your such leaving without serving the 45 days-notice period, you will be liable to compensate the Company on the loss incurred and such loss calculated by the Company among other factors, will also include the amount spent by the Company towards your training cost and also any loss of reputation or business or clients or monetary loss to the Company on account of your abrupt leaving. In such cases, the Company in addition to all other available remedies shall be entitled to proceed against you legally for breach of trust, damages and any appropriate remedy as the Company thinks fit.

Leave and Working Hours: You will be entitled to leave as per company HR POLICY and will observe the working hours as may be applicable to your category of employees and location of posting.

Fulfillment Obligation: Any cash bonuses or other expenses paid prior to normal salary periods are recoverable by the Company for the first 90 days of employment should you terminate your employment without cause.

EMVIGO TECHNOLOGIES (P) LTD.

4th Floor | Finance Towers | Banerji Road
RBI Junction | Kaloor | Ernakulam - 682017

+91 7025011144, contact@emvigotech.com | www.emvigotech.com

UK UGANDA DUBAI INDIA

Confidentiality and Invention Assignment: Your employment is conditioned upon your execution of Confidentiality and Invention Assignment Agreements and agreement to abide by the terms and conditions of those Agreements. Failure to abide by the terms of the Agreements may result in your dismissal, and you are subject to their terms even after the termination of your employment.

Transfer & Relocation: You will be liable to transfer in such capacity as the company may from time to time determine to any other location, department, establishment, factory or branch of the company or its affiliate, associate or subsidiary companies. In such case, you will be governed by the terms and conditions of service applicable to the new assignment and before such formulation of terms and conditions with respect to the new assignment, you will be subject to the same terms as outlined in this Offer Letter.

Non-Compete: You agree that during the term of your employment and for further period of 12 (twelve) calendar months after separation from the Company, for whatever reasons, you shall not carry on or engage in directly or indirectly in any business which competes directly or indirectly with any or all the business pursued by the Company in any territory, whether in India or Overseas, at the relevant point of time or proposed to be pursued by the Company in the immediate future, in respect of which proposal you were aware of or likely to be aware of considering the nature of your duties (Restricted Business), other than through the Company.

Non-Solicitation of Customers: You agree that during the term of your employment and for a further period of 24 (twenty-four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and a customer was originally established in whole or in part through your efforts; (i) solicit any Restricted Business from any customer; (ii) persuade any existing or prospective customer to cease doing Restricted Business with the Company; (iii) reduce the amount of Restricted Business which any customer has customarily done or might propose doing with the Company.

Non-Solicitation and Non-Hire of Company Employees: You agree that during the term of your employment and a further period of 24 (twenty-four) calendar months after separation from the Company, for whatever reasons, you shall not either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other Person to solicit or hire or entice away from the Company, any Company employee.

Term: Your employment may be terminated for cause by the Company with immediate effect at any time. No salary or allowances will be paid for any period if you are terminated for cause.

"Employee Agreements and Indemnity Bond For Service": To protect the interests of the Company, you will need to sign the Company's standard Terms & Conditions of Employment (attached as Exhibit A), invention assignment agreement, HR Policy, Confidentiality Agreement and conflict of interest agreement (collectively, the "Employee Agreements") and an Indemnity Bond for Service, as a condition of your employment. You represent that you're signing of this offer letter, the Employee Agreements and the Indemnity Bond for Service and your commencement of employment with the Company will not breach any agreement currently in place between yourself and current or past employers.

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UK | UGANDA | DUBAI | INDIA

Joining process

The copies of the following documents shall be submitted by an employee on the date of joining:

- Proof of age (birth certificate/school leaving certificate/passport copy);
- Passport size photos – 1 no and one *soft copy*
- Original Educational and other qualification certificates + One set photocopy;
- PAN card copy
- Acknowledgment of receipt of the HR Policies and Code of Conduct guidelines;
- Aadhaar card copy

Please carry the originals of all the documents mentioned above. Original to be retained by the employee; and one signed copy to be handed over to Company by the employee (for the Employee file).

Salary Structure:

NAME : GOKUL G NADH		DESIGNATION : TECHNOLOGY ANALYST LEVEL-1		
Basic	3,200.00	Employee Deductions	PF Employee Contribution	-
DA	1,200.00		ESI Employee Contribution	-
HRA	2,400.00		WWF Employee Contribution	-
Other Allowances	1,200.00		TDS	-
			Professional Tax	-
Gross Salary	8,000.00	Total Deductions		-
Net Salary	8,000.00	Employer Contributions	EPF Employer Contribution	-
			ESI Employer Contribution	-
			WWF Employer Contribution	-
			Medical Insurance	-
Annual CTC	96,000.00	Total Contributions		-

Please note: You cannot join unless your reference check is complete. So please make sure that you send us the details of your reference [whoever you reported to as an employee or as a student (mandatory)] along with their E-mail ids to facilitate the process.

Please confirm that this letter sets forth the terms of your employment with the Company by countersigning a copy of this letter below. Your signature below indicates that you fully understand the terms of your employment with the Company and that you enter this Agreement knowingly and of your own accord.

Sincerely,



HR Department



Agreed:

Gokul G Nadh



(Name & Signature)

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14-May-2021

Name : Anjali K P
Branch of Specialization : Computer Science
College Name : SCMS School of Engineering & Technology

PRELIMINARY OFFER LETTER

Dear Anjali,

CONGRATULATIONS!!

In furtherance to your remarkable performance during our interview process on 13-May-2021, we are pleased to offer you an employment with **ENVESTNET Asset Management India Pvt Ltd.**

The salient points of the offer are given below:

1. You will be designated as **Engineer – QA.**
2. You will be entitled to receive a CTC of **INR 4,70,000/-per annum.**
3. Your work location will be at ENVESTNET, Trivandrum office.
4. The acceptance of this offer can be communicated to us within seven days of the receipt of this offer by signing and sending us the soft copy of this letter.
5. Upon your acceptance of the preliminary offer letter, we will be issuing a detailed offer letter stating the terms and conditions of employment and date of joining.
6. The validity of this offer of Employment is subject to your successful completion of all curricular requirements as laid down by the university/ institution for the award of degree.

We look forward for a long standing relationship.

For Investnet Asset Management India Pvt. Ltd.,



Santhosh Kumar E K
Vice President - Human Resources

14-May-2021

Name : Anjali K P
Branch of Specialization : Computer Science
College Name : SCMS School of Engineering & Technology

PRELIMINARY OFFER LETTER

Dear Anjali,

CONGRATULATIONS!!

In furtherance to your remarkable performance during our interview process on 13-May-2021, we are pleased to offer you an employment with **ENVESTNET Asset Management India Pvt Ltd.**

The salient points of the offer are given below:

1. You will be designated as **Engineer – QA.**
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4. The acceptance of this offer can be communicated to us within seven days of the receipt of this offer by signing and sending us the soft copy of this letter.
5. Upon your acceptance of the preliminary offer letter, we will be issuing a detailed offer letter stating the terms and conditions of employment and date of joining.
6. The validity of this offer of Employment is subject to your successful completion of all curricular requirements as laid down by the university/ institution for the award of degree.

We look forward for a long standing relationship.

For Investnet Asset Management India Pvt. Ltd.,



Santhosh Kumar E K
Vice President - Human Resources

Appointment Offer No : ENV-IO-HR-AO-2021-526
Appointment Offer dated : 15-Jul-2021

15-Jul-2021

Malavika K Nair

174, Tagore School Road,
Thiroor,
Thrissur - 680581,
Kerala

Sub: - Appointment Offer

Dear Malavika,

After review of your impressive credentials and the interview, we are pleased to confirm that you have been selected for the post of **Engineer - QA**. We are enclosing herewith your Appointment Offer dated **15-Jul-2021**. If you are accepting our offer, please send us your confirmation within 5 days. If no such confirmation is received on or before the said period, this offer shall stand void.

At the time of joining, you must bring the following documents in original along with photocopies:

1. All certificates in support of your educational qualifications
2. Salary and Work experience certificates, if relevant
3. Relieving letter from your previous employer, if relevant
4. Copy of your passport (if you do not have one please apply for it)
5. Six passport size photographs of self (with white background)
6. Copy of **PAN** and **Aadhaar** card.

If you require any additional information or clarification regarding, please contact us on 0471 – 4181010

We are looking forward to a long standing relationship.

Yours Sincerely,

For **Investnet Asset Management India Pvt. Ltd.**,



Santhosh Kumar E K
Vice President - Human Resources

15-Jul-2021

Malavika K Nair

174, Tagore School Road,
Thiroor,
Thrissur - 680581,
Kerala

Dear **Malavika**,

Following your interview with us, we are pleased to offer and appoint you as **Engineer - QA** in **Envestnet Asset Management (India) Pvt. Ltd** (the “**Company**”), subject to your acceptance of the terms and conditions contained herein.

Terms and conditions of the Offer

1. Pre-requisites

- a) This appointment and continuance of your employment will be subject to your being medically fit and also subject to you clearing the background verification exercise undertaken by the company. A consent form is attached along with this offer letter. You are required to return a signed consent form for initiating the background verification.
- b) You will have to bring six copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

2. Posting

Your initial posting would be at any one of the offices Envestnet Asset Management (India) Pvt. Ltd. in Trivandrum location. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

In the event of you being transferred to any of our other offices or asked to work from remote location, then the said location/station will be considered as your work location. In such cases and in the event of you having to official visit our Trivandrum office, you will be paid travelling and other logistics expenses as per the company norms.

3. Reporting Date

You are requested to report at corporate office of the company situated at Envestnet, TC 4/2035-1, Kowdiar post, Trivandrum, Kerala- 695003, India on **04-Aug-2021**.

4. Probationary Period

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

5. Compensation

Your compensation details are as stated in Annexure 1

In addition to the monthly earning, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.3,00,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

6. Working Week & Leave

The normal working days and normal hours of work can be changed by the Company to suit the work and emergencies.

Holidays would be as per the list declared by the Company from time to time

As an employee of the Company you will be entitled to twelve days of annual leave, eight days of casual leave and six days of sick leave per annum. In addition, you will also be eligible for maternity / paternity leave.

7. Promotion

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company.

8. Travel

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. All expenses including, flight tickets, hotel accommodation etc, that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

9. Minimum Period of Service

The minimum period of service is 2 years from the date of joining. You are also required to execute a service commitment agreement guaranteeing a sum of Rs. 100000/- (Rupees One Lakh Only) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by one surety and should be your parent. A copy of the contract is attached hereto for your reference and understanding. The signing of this contract is mandatory before joining the company as per the company policy There is no compulsion from our side to you or your surety executing this contract, you and your surety may read and understand the content, take legal assistance if necessary and only if you are ready to honour the terms and conditions therein you may sign the contract.

10. Notice Period & Termination of Employment

On the completion of the period of 2 years as agreed in the service agreement, the termination of employment shall be.

- After issuing a 90 days' notice by either side.
- For your resignation to be approved, you shall hand over the details of the work, data, documents, materials, and all other official properties entrusted to you, to the satisfaction of the Department Head/Manager authorized on this behalf. In the event of your failure to hand over any of the above, the management reserves the right to take appropriate action against you as deemed necessary and warranted by the circumstances.
- During the course of your employment, if your performance is not meeting the required standards, a Performance Improvement Plan (PIP) may be assigned to you and your employment could be terminated by the end of the PIP without an additional 3 months' notice pay if you are unable to meet the specific objectives and standards of performance set in the PIP.

- If any charge of misconduct is proved against you, the management reserves the right to terminate your service without any notice or payment in lieu of notice period.

11. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavor to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier, deliver to the Company all the properties of the Company, in your custody or possession.
- d) All intellectual properties rights in, India and abroad, for the full term of such rights, in any “work” (as defined under the Copyright Act, 1957 and as amended from time to time) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.
- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers/company, you will gain extensive knowledge and information of customers’ business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation, you will share your experience and knowledge with the company.
- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorized absence, misbehavior, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.

- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
- i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in India or elsewhere, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company will serve in future;
 - ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company; or
 - iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
- j) This Appointment Offer is to be read in conjunction with the rules and regulations laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
- k) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorized officer nominated by the Company for this purpose.
- l) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
- m) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.
- n) This Appointment Offer shall be governed and construed in accordance with the laws of India.
- o) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.

If you agree to these terms and conditions, kindly return the counterpart of this Appointment Offer enclosed herewith duly signed on all the pages within seven days of your receiving it. For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,

For **Investnet Asset Management India Pvt. Ltd.**,



Santhosh Kumar E K
Vice President - Human Resources

ANNEXURE-1
SALARY STRUCTURE

Name	Malavika K Nair		
Role	Engineer - QA		
Team	Shared Services - QA		
Division	Engineering		
Band	A		
Date of Joining (DD-Mmm-YYYY)	04-Aug-2021		
	SALARY COMPONENTS	Per Month (Rs)	Per Annum (Rs)
Salary Components	Basic (40% of GP)	₹ 14000	₹ 168000
	DA (20% of GP)	₹ 7000	₹ 84000
	HRA (10% of GP)	₹ 3500	₹ 42000
	Special Allowance	₹ 10500	₹ 126000
	NPS (0% of Basic + DA)	₹ 0	₹ 0
	Meal Voucher	₹ 0	₹ 0
	Gross Pay	₹ 35000	₹ 420000
Benefits	Company's Contribution to PF	₹ 2520	₹ 30240
	Gratuity (4.81% of Basic + DA)	₹ 1010	₹ 12120
	ESI (3.25% of GP)	₹ 0	₹ 0
	Cost of Insurance	₹ 1036	₹ 12436
	Labor Welfare Fund (LWF)	₹ 20	₹ 240
	Total Earnings	₹ 4586	₹ 55036
	Cost to Company	₹ 39586	₹ 475036
Note: Income tax and other deductions including PF, ESI, Professional Tax, Income Tax, TDS, Welfare Fund etc will be deducted as per the prevailing Act and rules.			
Insurance Cover	Sum Assured	Remarks	
Medical Insurance Cover	₹ 300000	Medical insurance cover applicable for Employee, Spouse & Upto 3 Children paid by the company and voluntary additional cover available for Parents & in-laws by paying additional premium. Accident & Life Insurance apply only to employees.	
Personal Accident Cover	₹ 500000		
Life Insurance Cover	₹ 2500000		

Envestnet offers Flexible Benefits Option to customize your salary structure to suit your needs and to have higher tax savings. Please visit the payroll and benefits portal after you join to customize your salary components and to know more about all applicable allowances, benefits and privileges you are eligible for.



18th February 2021

Conditional Offer Letter

Jiya Benny
Elamkulam House
Kandanad P.O, Thiruvankulam,
Ernakulam Dist Pin 682305

Dear Jiya,

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your university examinations and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of online training to undergo before your formal training period which will help you to perform during the training period.

Successful completion of the **Initial Learning Program** and submission of **Provisional Certificate of your Graduation** from your Institution/University are the prerequisites to avail **Formal Employment Offer** from Experion.

The general terms and conditions of the **Employment Offer** are as follows:

1. On successful completion of the Initial Learning Program, you shall be appointed on probation for a period of 6 (six) months as '**Associate Software Engineer**' at grade **A1**.
2. Your remuneration on joining Experion shall be **INR 360,000/-** (Rupees Three Lakhs and Sixty Thousand only) per annum cost to the company.
3. You are eligible for attending the next level selection process for being part of Experion Elite batch, which is optional for you. Your remuneration on joining Experion Elite batch



shall be INR 500,000/- (Rupees Five Lakhs only) per annum cost to the company. The regular Employment Letter is valid in case you do not qualify the selection process for the Elite batch.

- Your job location shall be either at our Thiruvananthapuram (Technopark) or Kochi (Infopark) office based on our project requirements at the time of joining the Company.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.

We welcome you to build an exciting career with Experion!

For Experion Technologies (I) Pvt. Ltd.,



Jijo Joseph
AGM – Human Resources

I, Jiya Beera acknowledge that I have read, understood and accept this Conditional Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.



Signature

22/02/2021

Date



18th February 2021

Conditional Offer Letter

Jyothish A
Kandathiparambil House,
Kotheri Road, Vaduthala,
Ernakulam, Kerala 682023

Dear Jyothish,

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your university examinations and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of online training to undergo before your formal training period which will help you to perform during the training period.

Successful completion of the **Initial Learning Program** and submission of **Provisional Certificate of your Graduation** from your Institution/University are the prerequisites to avail **Formal Employment Offer** from Experion.

The general terms and conditions of the **Employment Offer** are as follows:

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4. Your job location shall be either at our **Thiruvananthapuram (Technopark)** or **Kochi (Infopark)** office based on our project requirements at the time of joining the Company.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.

We welcome you to build an exciting career with Experion!

For **Experion Technologies (I) Pvt. Ltd.,**



Jijo Joseph
AGM – Human Resources

I, JYOTHISH . A, acknowledge that I have read, understood and accept this Conditional Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.



Signature

19 - 02 - 2021

Date



18th February 2021

Conditional Offer Letter

Malavika K Nair
Kannamkumarath(H),
Tagore School Road, MG Kavu(P.O),
680581, Thiroor, Thrissur

Dear Malavika,

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your university examinations and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of online training to undergo before your formal training period which will help you to perform during the training period.

Successful completion of the **Initial Learning Program** and submission of **Provisional Certificate of your Graduation** from your Institution/University are the prerequisites to avail **Formal Employment Offer** from Experion.

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- Your job location shall be either at our Thiruvananthapuram (Technopark) or Kochi (Infopark) office based on our project requirements at the time of joining the Company.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.

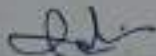
We welcome you to build an exciting career with Experion!

For Experion Technologies (I) Pvt. Ltd.,



Jijo Joseph
AGM – Human Resources

I, Malavika K. Nair acknowledge that I have read, understood and accept this Conditional Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.



Signature

22-02-2021

Date

18th February 2021

Conditional Offer Letter

Rithwik S Menon
Seeethavilla,
Opp Ramankulagara Temple,
Velliyathamparambu, Nayarambalam,
Cochin-682509

Dear Rithwik

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your university examinations and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of online training to undergo before your formal training period which will help you to perform during the training period.

Successful completion of the **Initial Learning Program** and submission of **Provisional Certificate of your Graduation** from your Institution/University are the prerequisites to avail **Formal Employment Offer** from Experion.

The general terms and conditions of the **Employment Offer** are as follows:

1. On successful completion of the Initial Learning Program, you shall be appointed on probation for a period of 6 (six) months as '**Associate Software Engineer**' at grade **A1**.
2. Your remuneration on joining Experion shall be **INR 360,000/-** (Rupees Three Lakhs and Sixty Thousand only) per annum cost to the company.
3. You are eligible for attending the next level selection process for being part of Experion Elite batch, which is optional for you. Your remuneration on joining Experion Elite batch shall be **INR 500,000/-** (Rupees Five Lakhs only) per annum cost to the company. The

regular Employment Letter is valid in case you do not qualify the selection process for the Elite batch.

- Your job location shall be either at our **Thiruvananthapuram (Technopark)** or **Kochi (Infopark)** office based on our project requirements at the time of joining the Company.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.

We welcome you to build an exciting career with Experion!

For Experion Technologies (I) Pvt. Ltd.,

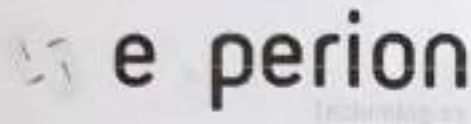


Jijo Joseph
AGM – Human Resources

I, Prithwik S. Menon, acknowledge that I have read, understood and accept this Conditional Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.


Signature

22-02-2021
Date



18th February 2021

Conditional Offer Letter

Shallet Mary T Eldho
Thandekkadan house,
Paduvapuram P.O.
Edakkunnu, Angamaly, Ernakulam 683576

Dear Shallet,

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your university examinations and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of online training to undergo before your formal training period which will help you to perform during the training period.

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Experion Technologies (India) Pvt. Ltd.
407, 4th Floor, Thejaswini, Technopark
Trivandrum - 695 581, Kerala
www.experionglobal.com

T: +91 471 3047317
F: +91 471 3047314
hr@experionglobal.com
CIN: U72200KL2006PTC019136

4. Your job location shall be either at our **Thiruvananthapuram (Technopark)** or **Kochi (Infopark)** office based on our project requirements at the time of joining the Company.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.

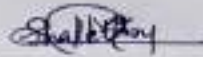
We welcome you to build an exciting career with Experion!

For Experion Technologies (I) Pvt. Ltd.,



Jijo Joseph
AGM – Human Resources

I, SHALLET MARY T ELDHO, acknowledge that I have read, understood and accept this Conditional Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.



Signature

21-02-21

Date



18th February 2021

Conditional Offer Letter

Swathy Harish
3/222, Sree Krishna
Lakshminarayana puram, C.N puram(post)
Palakkad, 678005

Dear Swathy,

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your university examinations and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of online training to undergo before your formal training period which will help you to perform during the training period.

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1. On successful completion of the Initial Learning Program, you shall be appointed on probation for a period of 6 (six) months as '**Associate Software Engineer**' at grade **A1**.
2. Your remuneration on joining Experion shall be **INR 360,000/-** (Rupees Three Lakhs and Sixty Thousand only) per annum cost to the company.
3. You are eligible for attending the next level selection process for being part of Experion Elite batch, which is optional for you. Your remuneration on joining Experion Elite batch shall be **INR 500,000/-** (Rupees Five Lakhs only) per annum cost to the company. The regular Employment Letter is valid in case you do not qualify the selection process for the Elite batch.



4. Your job location shall be either at our **Thiruvananthapuram (Technopark)** or **Kochi (Infopark)** office based on our project requirements at the time of joining the Company.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.

We welcome you to build an exciting career with Experion!

For **Experion Technologies (I) Pvt. Ltd.**,



Jijo Joseph
AGM – Human Resources

I, SWATHY HARISH, acknowledge that I have read, understood and accept this Conditional Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.



Signature

23-02-2021
Date



18th February 2021

Conditional Offer Letter

Mariya Raphel
Vedakkumchery House,
Melloor P.O,
Thrissur, Kerala

Dear Mariya,

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your university examinations and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of online training to undergo before your formal training period which will help you to perform during the training period.

Successful completion of the **Initial Learning Program** and submission of **Provisional Certificate of your Graduation** from your Institution/University are the prerequisites to avail **Formal Employment Offer** from Experion.

The general terms and conditions of the **Employment Offer** are as follows:

1. On successful completion of the Initial Learning Program, you shall be appointed on probation for a period of 6 (six) months as '**Associate Software Engineer**' at grade **A1**.
2. Your remuneration on joining Experion shall be **INR 360,000/-** (Rupees Three Lakhs and Sixty Thousand only) per annum cost to the company.



3. You are eligible for attending the next level selection process for being part of Experion Elite batch, which is optional for you. Your remuneration on joining Experion Elite batch shall be INR 500,000/- (Rupees Five Lakhs only) per annum cost to the company. The regular Employment Letter is valid in case you do not qualify the selection process for the Elite batch.
4. Your job location shall be either at our Thiruvananthapuram (Technopark) or Kochi (Infopark) office based on our project requirements at the time of joining the Company.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.

We welcome you to build an exciting career with Experion!

For Experion Technologies (I) Pvt. Ltd.,



Jijo Joseph
AGM – Human Resources

I, MARIYA RAPHEL, acknowledge that I have read, understood and accept this Conditional Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.



22/02/2021



18 September 2021

Ref No: 49834BR

Jiya Benny
Elamkulam House, Kandanad PO,
Thiruvankulam, Ernakulam Dist - 682305,
Kerala.

Dear Jiya,

Congratulations!

We take immense pleasure on your provisional appointment as **Junior Engineer** and welcoming you as a member in our ONE FORD family.

We are sure that you will find your career with Ford to be exciting. At Ford, we offer tremendous opportunities for you to make the best use and Go Further in the journey. Ford has always been a fun, safe and rewarding place to work. We encourage you to embrace yourself in our workplace initiatives to ensure we continue to be one of the great places to work in the country.

Important

Read all the employment terms mentioned in this letter as provisional employment. Final appointment is subject to the following conditions:

- You should have successfully completed your graduation/post-graduation course in the academic year 2020-2021 with 60% aggregate or 6.0 CGPA.
- Submission of course completion certificate or equivalent document and final semester or consolidated mark sheet as a proof for your successful course completion is mandatory within 6 months of your Date of Joining, else it is deemed that your probation is extended further. Refer probation clause for more details.
- Your final appointment confirmation is subject to you fulfilling the above-mentioned conditions. In case if you fail to do so, your provisional appointment shall be terminated as per the discretion of Ford with or without prior notice.

Wishing you all the best!
Digitally signed by PADMINI RANGANATHAN
Date: 2021.09.18 12:30:19 +05:30
Reason: Approved
Location: Chennai

**Authorized Signatory
For Ford Motor Private Limited**





PRIVATE AND CONFIDENTIAL

LETTER OF APPOINTMENT (PROVISIONAL)

Jiya Benny
Elamkulam House, Kandanad PO,
Thiruvankulam, Ernakulam Dist - 682305,
Kerala.

It gives us great pleasure to confirm to you our offer of provisional employment and set out its terms and conditions with **Ford Motor Private Limited** (the company). We extend this offer, along with the opportunities it represents, with full confidence in your capabilities.

We would like to welcome you aboard as a **Junior Engineer in SG04** and you will report to **Manager – IT** or to such other person nominated by him / her in the Company. Your Manager will communicate details of your role and work responsibilities in the initial weeks of you joining the Company.

Your initial place of work will be at **Chennai**. However, it is expressly agreed that your services are transferable, and you can be seconded or deputed based on business contingencies by the company to any operations in India or abroad; whether existing as on date of your appointment or to be established under the management and/ or ownership of Ford Motor Company.

- You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter at the earliest. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. In the event of us not hearing from you within a reasonable time period, it will be assumed that you have declined our offer of employment and the offer will automatically stand withdrawn.

We would like you to join the Company on **21 September 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned in your welcome email.

We welcome you to our company and wish you a long-lasting and rewarding association with us.

For Ford Motor Private Limited

Digitally signed by PADMINI RANGANATHAN

Date: 2021.09.18 12:30:20 +05:30

Reason: Approved


Location: Chennai

Authorized Signatory

Acceptance

I have read the terms and conditions set out in this offer of employment and its annexures. I, **Jiya Benny**, hereby accept this employment and will adhere to the company policies, procedures, instructions, etc. as may be communicated to me from time to time by the management.

Name: Jiya Benny

Signature: 

Date: 21/09/2021



sset last name <sset@scmsgroup.org>

Fwd: _G10X - Associate Engineer - Online Campus drive

3 messages

Jayanand B <jayanand@scmsgroup.org>
To: SSET <sset@scmsgroup.org>

Fri, Oct 29, 2021 at 8:55 AM

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

From: **Manasi B M (_G10X, IND)** <Manasi.Balan@g10x.com>
Date: Thu, Oct 28, 2021 at 3:55 PM
Subject: _G10X - Associate Engineer - Online Campus drive
To: Jayanand B <jayanand@scmsgroup.org>
Cc: George Joseph <georgejoseph@scmsgroup.org>

Hi Jayanand,

Good day !!

As discussed, please find below the details of the Associate Engineer requirement.

- Qualification: BE/B.Tech. (Computer Science/ IT/ Electronics) Graduates (2020/2021 pass out)
- Aggregate: 65%
- Location: Infopark, Kochi

Hereby attaching the excel for updating the candidates' details. Also, kindly share their updated CVs as well.

Looking forward to hearing from you.

Regards**Manasi B M****Lead Talent Acquisition/ HR****+91 7994448759**Manasi.Balan@g10x.com

DELIVERING
DIGITAL
EXCELLENCE

WWW.G10X.COM

Unit No. 204, 2nd Floor, Tower A,

World Trade Centre,

Kakkanad, Kochi, Ernakulam, Kerala, 682042

Notice of confidentiality and Security: This e-mail and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this e-mail in error or by mistake please notify the sender immediately by e-mail, delete the e-mail permanently from your records and do not disseminate, distribute, copy or alter the e-mail or take any action in reliance on it. **Forward-looking Statement:** Certain portions of this e-mail and/or files transmitted with it may contain forward-looking statements that are based on management's expectations, estimates, projections, and assumptions. The company accepts no liability for any action taken by the recipient in reliance of this e-mail. **Security:** viruses can be transmitted via e-mails. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses.

 **Associate Tracker.xlsx**
11K

SSET <sset@scmsgroup.org>

Fri, Oct 29, 2021 at 9:28 AM

To: abhijith chacko <abhijithultimate07@gmail.com>, Abhijith Vijayan <vijayanabhijith4@gmail.com>, AGNEY SAIDAS <agney.saidas7@gmail.com>, ahalyabaiju542@gmail.com, Ajay Santhosh <ajaysan2017@gmail.com>, Ajser Juman <ajserktp@gmail.com>, AKASH NAMBIAR <akashmayoogham@gmail.com>, Akhil Paul <akhilthomaspaul@gmail.com>, akshara rajesh <aksharakrajesh7@gmail.com>, Alen T Baburaj <alentbaburaj145@gmail.com>, Alvin Jose <ajalvin007@gmail.com>, Ameena Azad <ameena7736azad@gmail.com>, anaghakj1999@gmail.com, Anandharam S <aanandharam@gmail.com>, Anirudh Sasi <anirudhsasi60@gmail.com>, Anjali K P <anjalikp9240@gmail.com>, Anjali K P <taurainpearl04@gmail.com>, ANN AKKARA <annjakkara@gmail.com>, Anupa Sebastian <anupatebastian@gmail.com>, anupa sebastian <anupasebastian1998@gmail.com>, Anzu Merin John <amerinjohn@gmail.com>, Aparna P Anand <aparnapanand099@gmail.com>, Ardra Nair <ardra.souparnika@gmail.com>, Arjun Subramanian <ajusman65@gmail.com>, arjun suresh <arjunsuresh1999@gmail.com>, Arshik Antony <01antony.arshik@gmail.com>, Arundhathi A <arundhathiaa@gmail.com>, Ashal M Joshy <aashalmariya123@gmail.com>, Ashby Babu <ashby512881@gmail.com>, "Ashik. Mathew" <ashik.mathew.pjm@gmail.com>, mr ashil <ashilkb584@gmail.com>, ashwinanand33@gmail.com, Aswin Anand <aswinachuammu@gmail.com>, Aswin Remesh <aswinremeshch1@gmail.com>, devzz <devika.99245@gmail.com>, dheeshnamd4u@gmail.com, Divya Sabu <divya13499@gmail.com>, veeyae stores <veeyaestores@gmail.com>, Gayathri V <gayathrivalsaraj27@gmail.com>, Hariharan Venkatachalam <hariharanv72@gmail.com>, riya R <hrpn.hida@gmail.com>, hizana yoonus <hizanayoonus321@gmail.com>, Ijaz Madathiparambil <ijazanwar48@gmail.com>, Jiso Jose <jisojose6@gmail.com>, Jithin Netticadan <jithinnettican@gmail.com>, Jithin Michael <jithujesu@gmail.com>, JIYA BENNY <jiyabenny1999@gmail.com>, Joel Mathew paul <joelmathewpaul007@gmail.com>, Jyothish Athi <athi.jyothish@gmail.com>, Kavitha K K <kavithavanchoorkalam@gmail.com>, Aditya Manoj <adityamnj@gmail.com>, k4krishnanath@gmail.com, Malavika K Nair <malavika.knair@gmail.com>, maneesh krishna <maneeshappus@gmail.com>, Manoja E <manojae98@gmail.com>, Mariya Raphel <marjith347@gmail.com>, Meera C Anil <meeracani1.444@gmail.com>, Milna James <jamesmilna22@gmail.com>, Mohammed Suhaib <msuhaib010@gmail.com>, zaheerceevee@gmail.com, nealvinod7@gmail.com, Neethu Sunil <neethusunil488@gmail.com>, nimishamanoj033@gmail.com, NIVEDYA K P <nivedyapk1999@gmail.com>, PARVATHI JOSHY <parvathijoshi09@gmail.com>, Pooja Suresh <poojaspisharady@gmail.com>, Premkrishna Sujit <prem.kitchu@gmail.com>, rahulkr390@gmail.com, Kannan TH <kannanth97@gmail.com>, Rithwik S Menon <rithwikmenons@gmail.com>, Rizwana Hashim <rizwanayasmin00@gmail.com>, robin abraham <abraham28rob@gmail.com>, rohan thevara <rohanjthevara@gmail.com>, Rosemol Biju <rosemolbiju15@gmail.com>, Roshan Prasad <roshanp60@gmail.com>, Saeed Basheer <saeedvbasheer@gmail.com>, Sanju m p <mpanju123@gmail.com>, Saranya Mukundan <saranyasaaru99@gmail.com>, Sarath Aravind <asarath36@gmail.com>, Sarath Amay Nair <sarathnair30@outlook.com>, sarath j <jsarathkaralmanna@gmail.com>, Shallet Mary <shalletmary1999@gmail.com>, Shilpa Sekhar <shilpasekhar99@gmail.com>, "shimil.k eldose" <shimilkeldose05@gmail.com>, Shravan Manoj <shravanmanoj911@gmail.com>, Simon Saju <simonsaju1@gmail.com>, sneha nambiar <snehanambiarrockz@gmail.com>, Zohan james <sohanjames33@gmail.com>, Sreeraj baburaj <brsreerajbr@gmail.com>, Sten Benny <stenbenny02@gmail.com>, Sumayya Suhail <anzam.suhail4321@gmail.com>, swathy harish <swathyharish.5@gmail.com>, thomasvilangan1998@gmail.com, Varun S nair <varunsnair99@gmail.com>, Vikhnes Krishna <vikhneskrishna@gmail.com>, Vikhnes Krishna <vichu.tycoon007@gmail.com>, vinaydeo1999@gmail.com, Vinay Stephen <vinaystephen1@gmail.com>, Vinil Varghese <vinilvarghesethecr7@gmail.com>, Vishnu Gopidas <vishnugopidas12@gmail.com>, Vishnu Prasad <vishnu787vp@gmail.com>, vishnu raj Vichu <vishnuraj9991@gmail.com>, Agatha Aji <agathaaji99@gmail.com>, Aishwarya Nandakumaravarma <varmaaishwarya3@gmail.com>, dO Or DIe <amalpodi1999@gmail.com>, Amal Ashwin <amalposeidon@gmail.com>, ANAGHA SUJITH <anagha16sujith@gmail.com>, ananyarajesh33@gmail.com, anjalikrishnan11@gmail.com, Anjana K Saju <anjanaksaju97@gmail.com>, aravindittekot@gmail.com, Ardra Anil <ardraanil@gmail.com>, asishashok98@gmail.com, gitugp98@gmail.com, tsathira2112@gmail.com,

athulyakt69@gmail.com, Bestin Antu <bestinantunps@gmail.com>, dennycjose@gmail.com, dilukp1997@gmail.com, kipthiyasharief@gmail.com, geetikagopinath99@gmail.com, gokul das <gokulmdas99@gmail.com>, Gopika Manoj <gopikaareilgm@gmail.com>, Honey Manoj <honeymanoj76@gmail.com>, JANET JOBY <janetjobyc@gmail.com>, Krishna Ganesh <krishnaganesh1417@gmail.com>, Krishnapriya <krishnapriyajayakumar1@gmail.com>, navyamartin06@gmail.com, Vishnupriya Sajeevkumar <vpriyasajeevkumar@gmail.com>, Sarath Sajan <sarathsajan1998@gmail.com>, SONA PETER <sonachikku2000@gmail.com>, SREELAKSHMI KS <lakshmisree2244@gmail.com>, tejas cj <tejasj99@gmail.com>, vishnu k menon <vishnukm147@gmail.com>, jomelthomas007@gmail.com

Cc: Jayanand B <jayanand@scmsgroup.org>, "Asha Prabhakaran E." <ashaprabhakaran@scmsgroup.org>

Dear all,

Kindly revert back with your details in the spreadsheet shared. The deadline stands at 2.00 p.m. today the 29th of October, 2021. Genuinely interested can also fwd their updated C.V. to sset@scmsgroup.org. Only C.V's will not be accepted, filling of the spreadsheet is mandatory. Please keep the time any response after 2.00 p.m. will not be entertained.

<https://docs.google.com/spreadsheets/d/1rIDQEnQXoXLYfuOtRbUI8WBwGUYyaORp/edit?usp=sharing&ouid=104845914718343212474&rtpof=true&sd=true>

Thanks.

Placement cell.

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

From: **Jayanand B** <jayanand@scmsgroup.org>

Date: Fri, Oct 29, 2021 at 8:55 AM

Subject: Fwd: _G10X - Associate Engineer - Online Campus drive

To: SSET <sset@scmsgroup.org>

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

From: **Manasi B M (_G10X, IND)** <Manasi.Balan@g10x.com>

Date: Thu, Oct 28, 2021 at 3:55 PM

Subject: _G10X - Associate Engineer - Online Campus drive

To: Jayanand B <jayanand@scmsgroup.org>

Cc: George Joseph <georgejoseph@scmsgroup.org>

Hi Jayanand,

Good day !!

As discussed, please find below the details of the Associate Engineer requirement.

- Qualification: BE/B.Tech. (Computer Science/ IT/ Electronics) Graduates (2020/2021 pass out)
- Aggregate: 65%
- Location: Infopark, Kochi

Hereby attaching the excel for updating the candidates' details. Also, kindly share their updated CVs as well.

Looking forward to hearing from you.

Regards

Manasi B M

Lead Talent Acquisition/ HR

Manasi.Balan@g10x.com



WWW.G10X.COM

Unit No. 204, 2nd Floor, Tower A,
World Trade Centre,
Kakkanad, Kochi, Ernakulam, Kerala, 682042

[Quoted text hidden]

SSET <sset@scmsgroup.org>

Fri, Oct 29, 2021 at 9:31 AM

To: Aanand Hari <aanandhari12@gmail.com>, Aaron Fernandez <aaronfernz@hotmail.com>, abdulsamadsait07@gmail.com, abhijithanilkumar1801@gmail.com, abhijith.anil@gmail.com, abhijiths13@yahoo.com, Abhiram Thulasi <abhiram.thulasi02@gmail.com>, Adarsh Viswanath <adarshviswanath1998@gmail.com>, aiswaryavinod066@gmail.com, Ajay KS <ajayks1729@gmail.com>, Akshay Ajith <akshayajith9981@gmail.com>, Alan Antony <antonyalan87@gmail.com>, Amal m das <amalshivam007@gmail.com>, Amelin Denny <amelindenny@gmail.com>, MASS Media <anandhu070@gmail.com>, aneesh jayakala <aneeshjayakala3@gmail.com>, anjurkrishna15@gmail.com, anjana prakash <anjanaprakash000@gmail.com>, Ann Maria <annmaria1419@gmail.com>, Anson Pinhero <ansonpinhero@gmail.com>, Antony Jose <antonyjoseachandy@gmail.com>, anwindavid@gmail.com, achus998@gmail.com, Arjun Ghosh <ghosharjun23@gmail.com>, Arjun rmenon <arjunrmenon98@gmail.com>, Arshad Ansifer <arshadansifer1998@gmail.com>, ashilshanavas@gmail.com, Ashna Parveen <ashnaparveencs@gmail.com>, ashwin K a <ashwin7pascua@gmail.com>, athuks.plm@gmail.com, athira theres <athiratheres97@gmail.com>, athoozz123@gmail.com, Athira Jayasankar <athiravj1997@gmail.com>, Athul Kumar <kumarathul63@gmail.com>, Avin Saji <msavinsonu@gmail.com>, Aziya Tabassum <aziya.tabassum@gmail.com>, Bhavya Vijil <bhavyavijil@gmail.com>, BIJITHA BALAKRISHNAN <bijithabalakrishnan53@gmail.com>, Chaitra Cv <cvchaitra50@gmail.com>, CHINMAY KRISHNA <chinmaykrishnas@gmail.com>, xinarose123@gmail.com, davidpthavoo@gmail.com, diyakd1998@gmail.com, fasnafas1247@gmail.com, gbabu387@gmail.com, gayathri98@gmail.com, gayathrimulloth789@gmail.com, gokuldas1303@gmail.com, gokulsudhakaran768@gmail.com, gopikavgk@gmail.com, hr00019@gmail.com, hudaif747@gmail.com, Isham Mohamed <mail.to.isham@gmail.com>, Jackson K George <jacksonkgeorge28@gmail.com>, JJ innovationz <jerinjosepthusser7@gmail.com>, Jewel Joseph <jeweljoseph0@gmail.com>, jigiljoy.mandapath@gmail.com, Keerthi Sayiprakash <sayi.kirthi@gmail.com>, Lakshmi Nambiar <lakshminambiar60@gmail.com>, "Akarsh .M" <akarsh2868@gmail.com>, Maria Boban <mariaboban705@gmail.com>, milananto2000@gmail.com, minu n sunil <minunsunil@gmail.com>, Falah Yusuf Hamza <falahyusufhamza@gmail.com>, Najith Gopal <gnajith78@gmail.com>, Namisha Nazeer <namisha123@gmail.com>, Nandu Shaji <nandushaji099@gmail.com>, Navaneeth Asok <asok.navaneeth@gmail.com>, navya shali <navyashali1@gmail.com>, nidhunacheriyedath@gmail.com, Nikil S Kumar <nikilskumar4444@gmail.com>, nivedithageorge20@gmail.com, parvathyharish97@gmail.com, pranavprakash997@gmail.com, pkpranav14@gmail.com, prashantganesh007@gmail.com, rajathomasm734@gmail.com, rajathomas734@live.com, richusabu254@gmail.com, rifasmuhammed007@gmail.com, risasherinc@gmail.com, rosemarybinny246@gmail.com, rosemaryjoy1997@gmail.com, rosemathew1998@gmail.com, roweenajames7572@gmail.com, sajinistalin007@gmail.com, jmattamsandra@gmail.com, sara.abraham12@gmail.com, sarathkrishnaambadi1@gmail.com, sauravbavar@gmail.com, sebinignatious@gmail.com, shamilp619@gmail.com, sherinphilip3@gmail.com, shwejacob@gmail.com, sibirvarghese1@gmail.com, sidharthk97india@gmail.com, rejikumarsilpa6@gmail.com, bssravan18@gmail.com, sreelakshmiprasad77@gmail.com, sreelakshmisreelechu@gmail.com, arun.lsubramanian@gmail.com, thusharapt1997@gmail.com, tominjose123@gmail.com, vaisakvijay78@gmail.com, mnvishal25@gmail.com, vishnupriya8017@gmail.com, vishnuramesh19@gmail.com, vivekcvarghese123@gmail.com, niyasms51@gmail.com, Abhilash Aravath <abhiaravath3@gmail.com>, ABHIRAMI K <tintu.abhi@gmail.com>, aiswarya nair <aiswarya.nair98@gmail.com>, Ajay Jaimon <ajayjaimon1998@gmail.com>, ajmal p s <ajmalpspunnilath@gmail.com>, Akhil Salim <akhilsalim27898@gmail.com>, akshaykumartv505@gmail.com, alwin sebastian <alwinsebastian67@gmail.com>, anciyajohny1998@gmail.com, aneenaaneer@gmail.com, ANJUSHA FRANCIS <jesanjushafrancis@gmail.com>, ANNMARY JOSE <annmaryjose1999@gmail.com>, anooja benny <anoojabenny15@gmail.com>, arjun gosh <arjungosh6@gmail.com>, aswathy.nair301198@gmail.com, ASWATHY JAYACHANDRAN <aswathysujatha98@gmail.com>, Athira Anilkumar <athiraanilkumar60@gmail.com>, Athul Antony

<athulantony23@gmail.com>, ayana ramakrishnan <ayanaappengal@gmail.com>, CHINJU PAUL <chinjupaul6@gmail.com>, chaithanyavikraman19@gmail.com, DEEPA VARGHESE <deepapattath1998@gmail.com>, devikrishnaau21@gmail.com, DIVYA K <divyarockz8299@gmail.com>, Fathima K A <rizafathimaka@gmail.com>, shirinsunil098@gmail.com, gauthamkrajeev98@gmail.com, geswinbabu98@gmail.com, hafismukalel@gmail.com, jayashyamjpv@gmail.com, jiffinvarghese1211@gmail.com, Jithin KS <kailasamjithinks@gmail.com>, joffinpj55@gmail.com, Joyal Johnson <joyal1johnson@gmail.com>, Joyal Jose Panakunnel <joyaljosepanakunnel@gmail.com>, Livin the rockstar <livin0487@gmail.com>, MARTIN JOSE <martinose1497@gmail.com>, Leela krishnan <geethumeera@gmail.com>, Meera R Nair <meerarajnaair98@gmail.com>, merinpappachan32@gmail.com, Nikhitha Titus <nikhithatitus13@gmail.com>, Nitin Satish <mailnitinsatish@gmail.com>, Nourin Nooruddeen <anfusanfu@gmail.com>, vivek pillai <viveknpillai10@gmail.com>, Preethy Somarajan <preethys98@gmail.com>, reshpkrish3377@gmail.com, Richa Susan <richasusanv@gmail.com>, rojan thambi <rojanthambi@gmail.com>, Sangeeth Sg <sangeethsg1011@gmail.com>, sharathjoseph65@gmail.com, shruthisn98@gmail.com, spsivanperumal@gmail.com, sreelakshmi.sukumaran@gmail.com, vighneshprakash@gmail.com, vishnuprasad3555@gmail.com, vishnuseravanan603@gmail.com, vismayanair2025@gmail.com

[Quoted text hidden]



sset last name <sset@scmsgroup.org>

Fwd: _G10X - Associate Engineer - Online Campus drive - Urgent !!

2 messages

Jayanand B <jayanand@scmsgroup.org>
To: SSET <sset@scmsgroup.org>

Fri, Nov 5, 2021 at 8:52 AM

Madam,

Please follow up with these students.

Regards,

Jayanand B

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

From: **Manasi B M (_G10X, IND)** <Manasi.Balan@g10x.com>

Date: Thu, Nov 4, 2021 at 5:40 PM

Subject: RE: _G10X - Associate Engineer - Online Campus drive - Urgent !!

To: Jayanand B <jayanand@scmsgroup.org>

Cc: George Joseph <georgejoseph@scmsgroup.org>, Sreevidya P (_G10X, IND) <Sreevidya.P@g10x.com>

Hi Jayanand,

Good day !!

Please find below the list of candidates those who did not attend the GD.

- Alen T Baburaj
- Ajser Jumanudheen K T P

Regards**Manasi B M****Lead Talent Acquisition/ HR****+91 7994448759**Manasi.Balan@g10x.comWWW.G10X.COM

Unit No. 204, 2nd Floor, Tower A,

World Trade Centre,

Kakkanad, Kochi, Ernakulam, Kerala, 682042

From: Manasi B M (_G10X, IND)
Sent: Tuesday, November 2, 2021 7:14 PM
To: 'Jayanand B' <jayanand@scmsgroup.org>
Cc: 'George Joseph' <georgejoseph@scmsgroup.org>; Sreevidya P (_G10X, IND) <sreevidya.p@g10x.com>
Subject: RE: _G10X - Associate Engineer - Online Campus drive - Urgent !!
Importance: High

Hi Jayanand,

Good day !!

Please be updated that the following candidates attended the online test with us.

Alvin Jose
Vishnuraj K R
Vinay Steephen
Agney Sidas
Alen T Baburaj
Amal T
Ajser Jumanudheen K T P
Tejas C J
Athira Varghese
Anjali P R
Dheeshna M D
R S Vishnu Priya
Ajmal P S

Please find below the shortlisted candidates for GD which is conducting on 03-November-2021. I had already sent them the invitation. Please follow up them.

Agney Saldas
ALEN T BABURAJ
R S Vishnu Priya
Alvin Jose
Vinay Steephen
Ajser Jumanudheen K T P
VISHNURAJ K R
Ajmal P S
ATHIRA VARGHESE
Anjali P R

Regards

Manasi B M

Lead Talent Acquisition/ HR

+91 7994448759

Manasi.Balan@g10x.com



WWW.G10X.COM

Unit No. 204, 2nd Floor, Tower A,

World Trade Centre,

Kakkanad, Kochi, Ernakulam, Kerala, 682042

From: Manasi B M (_G10X, IND)
Sent: Monday, November 1, 2021 7:41 AM
To: Jayanand B <jayanand@scmsgroup.org>
Subject: RE: _G10X - Associate Engineer - Online Campus drive - Urgent !!

Hi Jayanand,

Thank you.

Regards

Manasi B M

Lead Talent Acquisition/ HR

+91 7994448759

Manasi.Balan@g10x.com



WWW.G10X.COM

Unit No. 204, 2nd Floor, Tower A,
World Trade Centre,
Kakkanad, Kochi, Ernakulam, Kerala, 682042

From: Jayanand B <jayanand@scmsgroup.org>
Sent: Sunday, October 31, 2021 2:40 PM
To: Manasi B M (_G10X, IND) <Manasi.Balan@g10x.com>
Subject: Re: _G10X - Associate Engineer - Online Campus drive - Urgent !!

Madam,

Please find the attached resumes received from 3 students.

Regards,

Jayanand B

On Sat, Oct 30, 2021 at 6:15 PM Manasi B M (_G10X, IND) <Manasi.Balan@g10x.com> wrote:

Hi Jayanand,

Please share the CV of the below students.

- Robin Abraham
- Agney Saidas
- Tejas C J
- Muhammad Saheer C V
- R S Vishnu Priya

Regards

Manasi B M

Lead Talent Acquisition/ HR

+91 7994448759

Manasi.Balan@g10x.com



WWW.G10X.COM

Unit No. 204, 2nd Floor, Tower A,

World Trade Centre,

Kakkanad, Kochi, Ernakulam, Kerala, 682042

From: Manasi B M (_G10X, IND)

Sent: Saturday, October 30, 2021 9:41 AM

To: Jayanand B <jayanand@scmsgroup.org>

Subject: RE: _G10X - Associate Engineer - Online Campus drive

Hi Jayanand,

Thank you.

Regards

Manasi B M

Lead Talent Acquisition/ HR

+91 7994448759

Manasi.Balan@g10x.com



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Unit No. 204, 2nd Floor, Tower A,
World Trade Centre,
Kakkanad, Kochi, Ernakulam, Kerala, 682042

From: Jayanand B <jayanand@scmsgroup.org>
Sent: Friday, October 29, 2021 9:59 PM
To: Manasi B M (_G10X, IND) <Manasi.Balan@g10x.com>
Subject: Re: _G10X - Associate Engineer - Online Campus drive

Madam,

Please find the attached resumes.

Regards,

Jayanand B

On Fri, Oct 29, 2021 at 4:29 PM Manasi B M (_G10X, IND) <Manasi.Balan@g10x.com> wrote:

Hi Jayanand,

Please note that I am not able to open the CVs in the given format. Kindly share the same in another format.

Regards

Manasi B M

Lead Talent Acquisition/ HR

+91 7994448759

Manasi.Balan@g10x.com



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Unit No. 204, 2nd Floor, Tower A,
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Kakkanad, Kochi, Ernakulam, Kerala, 682042

From: Manasi B M (_G10X, IND)
Sent: Friday, October 29, 2021 4:03 PM
To: Jayanand B <jayanand@scmsgroup.org>
Subject: RE: _G10X - Associate Engineer - Online Campus drive

Hi Jayanand,

Thank you for the support.

Regards

Manasi B M

Lead Talent Acquisition/ HR

+91 7994448759

Manasi.Balan@g10x.com



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Unit No. 204, 2nd Floor, Tower A,
World Trade Centre,
Kakkanad, Kochi, Ernakulam, Kerala, 682042

From: Jayanand B <jayanand@scmsgroup.org>
Sent: Friday, October 29, 2021 3:49 PM
To: Manasi B M (_G10X, IND) <Manasi.Balan@g10x.com>
Subject: Re: _G10X - Associate Engineer - Online Campus drive

Dear Madam,

Please find the attached list of students and their resumes received who expressed their interest in participating in the placement drive to be conducted by your esteemed organization.

Thanks and regards,

Jayanand B,
SCMS School of Engineering and Technology

On Thu, Oct 28, 2021 at 3:55 PM Manasi B M (_G10X, IND) <Manasi.Balan@g10x.com> wrote:

Hi Jayanand,

Good day !!

As discussed, please find below the details of the Associate Engineer requirement.

- Qualification: BE/B.Tech. (Computer Science/ IT/ Electronics) Graduates (2020/2021 pass out)
- Aggregate: 65%
- Location: Infopark, Kochi

Hereby attaching the excel for updating the candidates' details. Also, kindly share their updated CVs as well.

Looking forward to hearing from you.

Regards

Manasi B M

Lead Talent Acquisition/ HR

+91 7994448759

Manasi.Balan@g10x.com



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Jayanand B <jayanand@scmsgroup.org>
To: SSET <sset@scmsgroup.org>

Wed, Nov 17, 2021 at 4:36 PM

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

From: **Manasi B M (_G10X, IND)** <Manasi.Balan@g10x.com>
Date: Wed, Nov 17, 2021 at 4:09 PM
Subject: RE: _G10X - Associate Engineer - Online Campus drive - Urgent !!
To: Jayanand B <jayanand@scmsgroup.org>
Cc: George Joseph <georgejoseph@scmsgroup.org>, Sreevidya P (_G10X, IND) <Sreevidya.P@g10x.com>

Hi Jayanand,

Good day !!

Please be updated that R S Vishnu Priya and Ajmal P S has got selected with us for our first batch.

Shall keep you posted with further updates.

Thank you for the support.

Regards

Manasi B M

Lead Talent Acquisition/ HR

+91 7994448759

Manasi.Balan@g10x.com



WWW.G10X.COM

Unit No. 204, 2nd Floor, Tower A,
World Trade Centre,
Kakkanad, Kochi, Ernakulam, Kerala, 682042

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sset last name <sset@scmsgroup.org>

Fwd: _G10X - Associate Engineer - Online Campus drive - Urgent !!

Jayanand B <jayanand@scmsgroup.org>
To: SSET <sset@scmsgroup.org>

Fri, Dec 3, 2021 at 9:56 PM

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

From: **Manasi B M (_G10X, IND)** <Manasi.Balan@g10x.com>
Date: Fri, Dec 3, 2021 at 5:24 PM
Subject: RE: _G10X - Associate Engineer - Online Campus drive - Urgent !!
To: Jayanand B <jayanand@scmsgroup.org>
Cc: George Joseph <georgejoseph@scmsgroup.org>, Sreevidya P (_G10X, IND) <Sreevidya.P@g10x.com>

Hi Jayanand,

Good day !!

Please be updated that Alvin Jose has got selected with us for our next batch.

[Quoted text hidden]



GadgEon Placement Drive - 2021 Batch

4 messages

Varun Jose <cr.rajagiri@gmail.com>
 To: Placement Cell - RSET <pc.rajagiri@gmail.com>
 Bcc: sset@scmsgroup.org

Thu, Nov 26, 2020 at 1:05 PM

Hi,

Greetings from Rajagiri Placement Cell !!

GadgEon Placement Drive

Date : 3rd & 4th DECEMBER 2020

Time : (Will inform later)

Post : Software Engineer

DESCRIPTION: To analyze, design, develop, validate and maintain embedded / application software for the Internet of Things devices.

ANNUAL CTC: 3.24L to 5.4L after 2 months of training and 4 months of probation

Criteria : 90% and above for 10th & 12th.
 80% and above for B.tech till the current semester, with no arrears

Branches : Only B.Tech CSE, ECE & IT

Kindly share the data of eligible students interested in GadgEon on or before 28/11/2020 in attached format.



Varun Jose
 Placement Executive, Rajagiri School of Engineering & Technology
 +91 7907361644 | +91 9048104959 | cr.rajagiri@gmail.com
 Rajagiri Valley, Kakkanad - 682039



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GadgEon - College Name.xlsx
10K

SSET <sset@scmsgroup.org>
 To: Varun Jose <cr.rajagiri@gmail.com>
 Cc: Varun Menon G <varunmenon@scmsgroup.org>

Sat, Nov 28, 2020 at 2:07 PM

Dear Sir,

Thanks for the invitation extended. Please find the attached list of **16 candidates** from our institution for the **GadgEon Placement Drive**.

Kindly intimate further details of the same.

Regards

Dr. Varun G Menon, Senior Member IEEE, ACM Distinguished Speaker
 Head of the Department - Computer Science and Engineering
 Corporate Relations and International Collaborations -i/c
SCMS School of Engineering and Technology
 Ernakulam, Kerala, India - 683 576, Mob: +91 8714504684

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GadgEon - SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY.xlsx
12K

Varun Jose <cr.rajagiri@gmail.com>
 To: SSET <sset@scmsgroup.org>
 Cc: Placement Cell - RSET <pc.rajagiri@gmail.com>

Mon, Nov 30

Hi Sir

The below mentioned students are ineligible according to GadgEon Criteria , they need 80% in B.Tech. So we are removing them from the eligible list. Kindly do the needful.

Full Name	Email	Mobile No	Branch	College Name	B.Tech %	No of ac
Anirudh Sasi	anirudhsasi60@gmail.com	9605475907	B.Tech CS	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	79.34	
MANEESH KRISHNA M	maneeshappus@gmail.com	8281692433	B.Tech CS	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	78.28	
Milna James	jamesmilna22@gmail.com	7594024669	B.Tech CS	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	78.96	
Parvathi P.J	parvathijoshi09@gmail.com	7594071337	B.Tech CS	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	76.14	

9/8/21, 2:24 PM

SCMS Group of Institutions Mail - GadgEon Placement Drive - 2021 Batch

ROSEMOL BIJU	rosemolbiju15@gmail.com	7592929966	B.Tech CS	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	78.21	
Shilpa Sekhar	shilpasekhar99@gmail.com	9946258162	B.Tech CS	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	79.62	
SHIMIL K ELDOSE	shimilkeldose05@gmail.com	9645842346	B.Tech CS	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	75.20	
Sona Peter	sonachikku2000@gmail.com	9113898301	B.Tech EC	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	78.96	



Varun Jose

Placement Executive, Rajagiri School of Engineering & Technology
+91 7907361644 | +91 9048104959 | cr.rajagiri@gmail.com
Rajagiri Valley, Kakkanad - 682039



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SSET <sset@scmsgroup.org>
To: Varun Menon G <varunmenon@scmsgroup.org>

Mon, Nov 30, 2020 at 2:35 PM

[Quoted text hidden]



sset last name <sset@scmsgroup.org>

GadgEon Placement Results

4 messages

SSET <sset@scmsgroup.org>

Thu, Dec 17, 2020 at 9:40 AM

To: Abhijith Vijayan <vijayanabhijith4@gmail.com>, Ajil Jaison <ajiljaison64@gmail.com>, aksharakrajesh7@gmail.com, anaghakj1999@gmail.com, Anirudh Sasi <anirudhsasi60@gmail.com>, Anjali K P <anjali kp9240@gmail.com>, amerinjohn@gmail.com, Arundhathi A <arundhathiaa@gmail.com>, Ashby Babu <ashby512881@gmail.com>, "Ashik. Mathew" <ashik.mathew.pjm@gmail.com>, devzz <devika.99245@gmail.com>, Divya Sabu <divya13499@gmail.com>, farzanavm1999@gmail.com, hizana yoonus <hizanayoonus321@gmail.com>, JIYA BENNY <jiyabenny1999@gmail.com>, Joel Mathew paul <joelmathewpaul007@gmail.com>, Kavitha K K <kavithavanchoorkalam@gmail.com>, maneesh krishna <maneeshappus@gmail.com>, Mariya Raphel <marjith347@gmail.com>, jamesmilna22@gmail.com, PARVATHI JOSHY <parvathijoshi09@gmail.com>, rosemolbiju15@gmail.com, Shallet Mary <shalletmary1999@gmail.com>, Shilpa Sekhar <shilpasekhar99@gmail.com>, "shimil.k eldose" <shimilkeldose05@gmail.com>, Simon Saju <simonsaju1@gmail.com>, anzam.suhail4321@gmail.com, swathy harish <Swathyharish.5@gmail.com>, vishnu raj Vichu <vishnuraj9991@gmail.com>, ananyarajesh33@gmail.com, tsathira2112@gmail.com, dilukp1997@gmail.com, geetikagopinath99@gmail.com, gopikaareligm@gmail.com, janetjobyc@gmail.com, krishnapriyajayakumar1@gmail.com, navyamartin06@gmail.com, Vishnupriya Sajeekumar <vpriyasajeekumar@gmail.com>, sonachikku2000@gmail.com, lakshmisree2244@gmail.com, vishnukm147@gmail.com

Dear Students,

The below mentioned candidates successfully cracked the final interview of GadgEon

Congratulations to our selected candidate.

SI.#	NAME	BRANCH	COLLEGE
1	Deljin Davis K	CSE	Christ College of Engineering
2	Sakshi Manoj	CSE	Christ College of Engineering
3	Siril Siju	CSE	Christ College of Engineering
4	SUJITH C S	CSE	GECIDUKKI
5	Bivin Varkey Varghese	CSE	Rajiv Gandhi Institute of Technology, Kottayam
6	Kannan P S	CSE	Rajiv Gandhi Institute of Technology, Kottayam
7	Sandra S Menon	CSE	Rajiv Gandhi Institute of Technology, Kottayam
8	Tessy Thomas	CSE	Rajiv Gandhi Institute of Technology, Kottayam
9	JOEL MATHEW PAUL	CS	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY

Regards,

Sujitha Vinod

Secretary Placement Cell

SCMS School of Engineering and Technology

Joel Mathew paul <joelmathewpaul007@gmail.com>

Thu, Dec 17, 2020 at 9:54 AM

To: SSET <sset@scmsgroup.org>

Sir/Madam

Is this the final or is there any other selection processes?

[Quoted text hidden]

SSET <sset@scmsgroup.org>
To: Joel Mathew paul <joelmathewpaul007@gmail.com>

Thu, Dec 17, 2020 at 9:55 AM

Joel,

Congrats. It's final.

Regards,

Sujitha Vinod
Secretary Placement Cell
SCMS School of Engineering and Technology

[Quoted text hidden]

Joel Mathew paul <joelmathewpaul007@gmail.com>
To: SSET <sset@scmsgroup.org>

Thu, Dec 17, 2020 at 9:58 AM

Thank you madam!!

[Quoted text hidden]

16th Dec 2020
JOEL MATHEW PAUL

WELCOME LETTER

Dear Joel,

We take great pleasure in inviting you to be an integral part of GadgEon Smart Systems Pvt Ltd, an end-to-end Product Engineering and IoT Solution Development Company.

We are enclosing herewith your Offer & Appointment Letter, with terms and conditions of your employment with GadgEon, which you may kindly be sent to us, with your signature on each page, as a token of acceptance.

Please note that the offer of employment & appointment is subject to satisfactory completion of your reference checks and background verification. You are requested to join on the date mentioned at the following address

*GadgEon Smart Systems Pvt Ltd,
Unit O203, 2nd Floor,
Building SCK-01,
Smartcity, Kochi- 682030
India*

*In case you need any clarifications regarding your job, compensation, or any policy please contact:
Human Resources at **hr@gadgeon.com**.*

We look forward to you having a long and fruitful relationship with GadgEon.



*Sincerely,
for GadgEon Smart Systems Pvt. Ltd*

OFFER & APPOINTMENT LETTER

STRICTLY CONFIDENTIAL

Dear Joel,

We are pleased to offer you a position of **Software Engineer- Trainee** with GadgEon Smart Systems Pvt Ltd, from herein referred to as “GadgEon” in the rest of the document. We offer you this position as per GadgEon’s employment terms and conditions.

The employment terms and conditions are:

1. Appointment

Your employment with the Company will start from your joining date and it shall be not later than **14th July 2021**. You will be on probation for the first six months. If in the opinion of the Company you are found suitable in the post, you will be confirmed based on the performance review after the probation period. During the probation period you will be receiving **Rs.30,000/- (Thirty thousand)** only per month as the compensation. All terms and conditions under section (5) & (9) are applicable only after your position is confirmed.

2. Designation and reporting

On joining you will be designated as **Software Engineer- Trainee**. Your designation, business title and reporting relationship may change as you progress in the company.

3. Place of work and travel

Your initial place of work will be at **Kochi** but you are liable to be transferred at any time to any other unit of the company, in India or abroad, on a temporary or permanent basis. You may also be transferred to any other unit/office, in India or abroad, operated by its associates/collaborators on the terms and conditions prevalent in the town/city or country concerned at the discretion of the company. You may be required to undertake travel on company work and you will be paid travel expenses for this as per company rules.

4. Hours of work

Your normal hours of work are 9.00 am to 6.00 pm Monday to Friday, excluding public holidays. The timing will be flexible with respect to the client’s working hours.

5. Compensation

- a. Your all-inclusive average compensation package on a cost to company (CTC) basis shall be between Rs. 4,20,000/- to Rs.6,00,000/- based on the performance during probation period. The details are given below.

GadgEon Smart Systems Private Limited CTC Stack		
Components of CTC	Amount	Remarks
Basic + DA	₹17,518	15500+(Monthly Gross-20000)*(Basic+DA)%
HRA	₹6,027	15% of Monthly Gross
Medical Insurance	₹0	Covered up to 3 lakhs for hospitalization - actual will be deducted when insurance is effective (approximate amount)
Life Insurance	₹0	Covered up to 25 lakhs for the term life insurance
Accident Insurance	₹0	Covered up to 15 lakhs for life + hospitalisation + personal accident
Flexible Benefits plan	₹16,635	Includes Telephone, Food coupons, Car allowance, Children's education, etc
PF @ 12% of Rs.15,000/-	₹1,800	Employer contribution - not shown in the salary statement
Labour welfare fund	₹20	Employer contribution - not shown in the salary statement
Variable component	₹5,000	Quarterly Performance Linked Compensation (QPLC) payout will be done quarterly based on the performance against the target
Average Monthly CTC	₹47,000	Actual monthly CTC will be between Rs. 35,000/- to Rs.50,000/- based on the performance during probation period
Average Annual CTC	₹5,64,000	Actual yearly CTC will be between Rs. 4,20,000/- to Rs.6,00,000/- based on the performance during probation period
QPLC Payment Criteria	Quarterly target	<=60% - 0% QPLC; >60% & <=80% - 50% QPLC; >80% & <=100% - 100% QPLC; >100% - 100% QPLC + 2% of additional revenue generated
	₹0	

***Quarterly Performance Linked Compensation (QPLC)** payout is a factor of Organizational, Team & Individual performance for the defined assessment period.

GadgEon facilitates **Group Medical Insurance Coverage** of upto 3 Lakhs for employee and dependents, premium to be contributed by the employee.

- b. Salary breakup can change from time to time based on government laws and company policy. Your salary will be payable in arrears on the first working day of the month.
- c. Statutory deductions, if any, will be made from your salary as per the prevailing law of the country. Income Tax will be deducted at Source (TDS) in accordance with the prevailing Income Tax laws. If you plan to invest or have invested in, any Tax Saving instruments, you are required to declare the same in writing to the finance department, to compute the appropriate amount of TDS. However, for your income

- tax you shall be personally responsible for filing returns. The company will provide you the tax deductions certificate, if applicable at the end of each financial year. It is further clarified that you shall be solely responsible for the authenticity and validity to the PAN card details furnished to the company and shall at all times keep the company indemnified with respect to this requirement.
- d. Your future increments or promotion or any other salary revision shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management. We will inform you of any such changes in your remuneration.
 - e. We reserve the right in our absolute discretion to deduct from your pay any dues which you may owe to us including, without limitation, any over payments or loans made to you or losses suffered by us as a result of your negligence or breach of employment terms and conditions.
 - f. Salary details are personal and confidential; please do not share with anyone inside or outside the company.

6. Life Insurance

Company will provide life insurance coverage for all employees on rolls. The maximum coverage would be Rs.2,500,000/- or five times the annual CTC, whichever is the lowest.

7. Medical Insurance

Company facilitates Group Medical Insurance Coverage for you and your immediate family including spouse, parents/in-laws and up to 2 children. The maximum coverage would be Rs.3,00,000/- per annum.

8. Official Expenses

The Company will reimburse to you all reasonable expenses incurred by you in your work, provided you claim it with receipts, invoices or other evidence of actual payment. Expenses will be reimbursed at the end of each month or as per Company policy.

9. Leave Entitlement

- a. You are entitled to 7 days of earned leave, 8 days of casual leave and 5 days of sick leave each calendar year in addition to public holidays.

- b. You will be entitled to carry forward maximum of 7 days of earned leave every year subject to a maximum of 35 days. It can be cashed on separation as per company policies. Similarly, excess leaves taken will be adjusted in settlement.
- c. The Company's leave year runs from 1st January to 31st December.
- d. You must agree the dates of your leave in advance with your manager unless in case of emergencies. You are encouraged to inform your manager when you are on sick leave.
- e. If you avail leave beyond your entitlement at any point of time in the leave year, then you agree that the Company may deduct the value of the excess from your salary in the subsequent month.
- f. List of public holidays applicable for every calendar year will be published by the end of previous year.
- g. If you absent yourself from the services without prior written permission or overstays sanctioned leave for 5 consecutive days, you will be deemed to have abandoned service voluntarily without giving due notice and you shall lose lien on appointment.

10. Duties and Responsibilities

You may perform such duties and conform to such directions and instructions as may be assigned or communicated to you by the company or by such officers who are placed in authority over you. In view of your office, you must effectively perform to ensure results and you will be expected to work, upon receiving prior instructions, to achieve this whenever your job so requires.

11. Exclusiveness

You will be in exclusive employment of the company and will not engage yourself alone or in group with other person(s) in any work or business, without the prior written consent of the company.

12. Conflicts of Interest

- a. When you are employed with the Company, you shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of the Company.
- b. When you are employed with the company, you shall devote your whole time to work of the organization and will not engage yourself directly or indirectly either honorary

or on remuneration in service, trade, business, vocation or occupation (including agency or any advisory capacity). Also, you will not appear in any examination or attend classes without informing HR team, in advance.

c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

i. Any employee of the Company to terminate their employment with the Company or accept employment with any competitor, supplier or any customer with whom you have a connection.

ii. Any customer or vendor of the Company to move its existing business with the Company to a third party or to terminate its business relationship with the Company

iii. Any existing employee to become associated with, or perform services of any type for any third party.

iv. Without prior permission of the company in writing, which will not be unreasonably withheld, publish any book or brochure or article or twitting on social network concerning any matter, which relates to any activity of the company.

d. In case any of conflict or doubt, you must discuss the matter with your immediate supervisor, understand the position of the Company and resolve the conflict.

13. Retirement

The policy of the Company is that both men and women retire at the age of 60 years.

14. Intellectual property

a) You shall have no control or ownership in any form or manner whatsoever in the title, copyright or other proprietary rights to the software, materials, products and deliverables developed. All such title and rights shall vest in the company, free of any encumbrances, licenses, conditions or qualification.

b) You hereby agree that it will irrevocably assign to the Company all their rights in any software, programs, databases, modules, designs, interfaces etc., (“Work Product”)

developed by you during the course of your employment. You will assist the Company or its assigns, in securing Trademark, Copyright, Patent etc., protection for such Work Product in any country, at the cost of the Company

- c) You hereby declare that; this Agreement shall be sufficient to show its irrevocable intent to assign the rights in the Work Product to the Company and the copies of this Agreement shall be sufficient to declare to any one such intent. The company makes any changes, modifications, additions etc., to the Work Product; you hereby waive any right including moral rights, to be stated as the author.
- d) Employee hereby undertakes not to use intellectual property of any third party, without valid permissions from such third party, in the performance of any work during his employment.
- e) You and the Company understand that during your employment with Company, you may discover or create Intellectual Property. You therefore agree that Intellectual Property created by you during tenure of your employment belongs to the Company and you hereby assign, without limitation, all those rights and interests to the Company.
- f) You also agree and confirm that if you are involved in any way with the creation or improvement or discovery of Intellectual Property you will:
 - i. do your utmost to ensure that the Company acquires or retains those rights;
 - ii. inform the Company reasonably in advance of any such creation or discovery;
 - iii. provide to the Company whatever full specification description text or drawings as are together necessary to enable the Intellectual Property to be registered or protected by the Company;
 - iv. do whatever we consider to be necessary or desirable to enable the Intellectual Property to be transferred in the name of the Company or otherwise to secure ownership by the Company;
- g) The provisions of this paragraph shall continue indefinitely after the termination of this appointment in respect of Intellectual Property made whilst you were an employee of the Company and shall be binding upon you and your legal heirs and representatives.

15. Confidentiality

- a. It is a condition of your employment that you do not use, divulge or disclose to any person (and that includes a business of any sort) any confidential commercial or technical information relating to the business, finances or affairs of the

Company including but not limited to names of clients, client's projects, fee, commission and / or hourly rate information, reports, records, project memoranda, work notes, operating methods and procedures, software and computer technology and data generated in connection therewith, plans for future development and the like and any or all business records.

- b. This restriction continues indefinitely after your employment has ended but does not apply to information you have to disclose in the course of your employment.
- c. You shall not take any presents/gifts, commission or any kind of gratification or benefit in cash or any kind from any person, party or firm having connection with the company. In case you are offered such benefits by any party, you should inform your supervisor immediately and take his permission to decide the course of action.

16. Notice period for Separation

- a. The notice period required from either side is 2 months, during probation period and after confirmation as well
- b. On your last working day, if you owe money to the Company for any reason, you agree that it may be deducted from any final payment to you or should be settled by you from your personal accounts
- c. The Company expects you to be available and to work during the notice period.
- d. Company reserve the right, entirely at its discretion to terminate your employment before the expiry of the notice period in lieu of the salary you would have earned during the unworked balance of your notice period.
- e. On termination / cessation of your employment with the Company, you will return to the Company:
 - i. any item belonging to the Company such as laptop with all software and data therein, with details of any passwords which you may have installed;
 - i. every Company document (including electronic documents) of whatever description in your possession or control, together with any copies, notes or summaries of such documents and your own working papers, for all of which your undertake to make a diligent search;
 - ii. any other Company property in your possession or control;

17. Communication of changes

You are required to intimate us from time to time any change of your temporary or permanent address and contact details.

Gadgeon reserves the right to withdraw the offer made to you even after the acceptance of such offer by you, if Gadgeon becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment within 72 hours of issue of this letter. If you do not communicate your acceptance in this time frame, this offer shall stand automatically withdrawn.

Wishing you a long and successful career with GadgEon.



Sincerely,
for GadgEon Smart Systems Pvt Ltd.

I agree to accept employment on the terms and conditions in the above letter.

I shall be reporting for duty on __/__/__.

Name:

Date: __/__/__ Signature.....

Joining Document Checklist

As part of the joining process, you are requested to bring the following documents on the day of joining.

1. **Originals and copies of ID Proofs-** Aadhar card, Pan Card , Driver's license, Passport and Voter's id.
2. **Originals and copies of Degree Certificates/Provisional certificates of :**
Master's degree program, Bachelor's degree, Diploma
3. **Originals and copies of consolidated mark list of :**
(In case of multiple attempts, the mark sheets of all attempts must be provided)
Master's degree program, Bachelor's degree, Diploma, HSC, SSLC.
4. **Relieving letter/Resignation Acceptance Letter from the previous company.**
5. **Experience Letter from all previous employers.**
6. **Previous company's Salary slip of last 3 months.**
7. **Form 16**
8. **Passport size photo -5**
9. **OFFER & APPOINTMENT LETTER OF GADGEON SIGNED BY EMPLOYEE.**

Note:

All the original documents will be returned after verification on the same day. Without these documents the joining formalities cannot be completed.



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GEO FOUNDATIONS & STRUCTURES PRIVATE LIMITED

Alpha Plaza, K.J. Vellore Road, Kadavanchira, Kochi - 682 020, Kerala. Tel : 0484-2316042, 2980092, Fax : 0484-2324481
E-mail : gfspl@gmail.com

GFS-CN /133 /21

10th JULY 2021

Ms. Amrutha K R,
Pambadiyil (H) ,
North Vymeeethy,
Eroor P.O.,
Ernakulam,
E-mail : amruthakr99@gmail.com

Sub : Your appointment as Material Testing Engineer (Lab)

Dear Ms. Amrutha,

We refer your application received at this office by email and the subsequent interview you had on 9th instant. We have the pleasure in offering you the post of **Material Testing Engineer (Lab)** - Trainee. Your salary shall be Rs. 12,000/- p.m consolidated.

You will join our organisation on or before 19th July 2021 at our Material Testing laboratory at Kumaranashan Jn., Kochi . You will be governed by the rules and regulations of the company. You will be in probation for a period of 6 months as Trainee Engineer.

This appointment is in anticipation of your completing the B Tech course. You shall submit your B.Tech Course Completion Certificate and Provisional Certificate immediately on receipt from your College.

Detailed appointment letter shall be issued alongwith the Confirmation letter after your probation period. Kindly confirm your acceptance by returning the duplicate copy of this letter, duly signed by you.

With best wishes,

For Geo Foundations & Structures Pvt. Ltd.,

A V S Chakravarti
Sr. General Manager

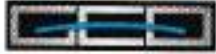
Accepted

(Amrutha K R)

| Survey | Soil Exploration | Piling | Power | Ports | Bridges | Industrial Structures | Consultancy Services |

Chennai : No.89, 1st Main Road, Gandhi Nagar, Artyer, Chennai-26. Tel : 044-24451972, 24430399 Fax : 044-42662045, gfspl@gmail.com, mail@geo.net.in
Port Blair : Near Hotel Raja Deepam, Polytechnic Road, Dollygunj, Junglighat P O, Port Blair-744 103. Tel : 03192-259658, geo.portblair@gmail.com

www.geofoundations.net



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GEO FOUNDATIONS & STRUCTURES PRIVATE LIMITED

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E-mail : gfsplk@gmail.com

GFS-CN / 134 / 21

12th JULY 2021

Ms. Archana Vijayan,
Kizhakooden House,
Muttithadi P.O.,
THRISSUR.
E-mail : archanavijayan24@gmail.com

Sub : Your appointment as Material Testing Engineer (Lab)

Dear Ms. Archana,

We refer your application received at this office by email and the subsequent tele interview you had on 10th instant. We have the pleasure in offering you the post of Material Testing Engineer (Lab) - Trainee. Your salary shall be Rs. 12,000/- p.m consolidated.

You will join our organisation on or before 22nd July 2021 at our Testing laboratory at Kumaranashan Jn., Kochi. You will be governed by the rules and regulations of the company. You will be in probation for a period of 6 months as Trainee Engineer.

This appointment is in anticipation of your completing the B Tech course. You shall submit your B.Tech Course Completion Certificate and Provisional Certificate immediately on receipt from your College.

Detailed appointment letter shall be issued alongwith the Confirmation letter after your probation period. Kindly confirm your acceptance by returning the duplicate copy of this letter, duly signed by you.

With best wishes,

For Geo Foundations & Structures Pvt. Ltd.,


A V S Chakravarti
Sr. General Manager

Accepted

(Archana Vijayan)

| Survey | Soil Exploration | Piling | Power | Ports | Bridges | Industrial Structures | Consultancy Services |

Chennai : No.89, 1st Main Road, Gandhi Nagar, Adyar, Chennai-20. Tel : 044-24451972, 24430399 Fax : 044-42662045, gfsplc@gmail.com, mail@geo.net.in
Port Blair : Near Hotel Raja Deepam, Polytechnic Road, Dollygunj, Junglighat P O, Port Blair-744 103, Tel : 03192-259658, geo.portblair@gmail.com

www.geofoundations.net



Date: 11/4/2020

Strictly Personal & Confidential

Aparna Anand
Trivandrum , Kerala, India - 695583

Dear Aparna,

Thank you for the keen interest you have shown in H & R Block (India) Private Limited (the “**Company**”). Consequent to your application, interview(s) and personal discussions with the representatives of the Company, we are pleased to offer you the designation of **Associate Software Engineer** at the Trivandrum office of the Company located at 11th Floor, 211N - 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India. Please accept our heartiest congratulations.

Your employment with the Company will be subject to the terms and conditions of this offer letter to be executed between you and the Company (the “**Agreement**”); the Non-Disclosure, Non-Solicitation and Non-Competition Agreement to be executed between you and the Company which is attached to the Agreement as Exhibit B (the “**Covenants Agreement**”); the Code of Business Conduct and Ethics; and the various policies of the Company issued and made effective by the Company from time-to-time.

If at any time during the course of your employment with the Company, you would like to review the policies of the Company as are then applicable to you, please contact the Human Resources representative for the Company. In the event of any conflict in the terms of this Agreement with the policies of the Company or the terms of the Covenants Agreement with the policies of the Company, the terms of the Agreement and/or the Covenants Agreement, as the case may be will prevail.

Your employment with the Company will also be guided by the core values and beliefs of the Company with the objective of facilitating the operations of the Company.

1. Validity of Offer

The offer of employment under this Agreement will be valid for ten days after issuance. If the offer of employment is acceptable to you, please intimate your acceptance of the same by sending an e-mail to hprasad@hrblock.com & manoj.elanjickal@hrblock.com on or before the tenth day and please sign and return the original signed copy of this Agreement and the Covenants Agreement to the Company on or before the Date of Joining (mentioned below).

H & R BLOCK (INDIA) PRIVATE LIMITED

CIN: U72900KL2006PTC061897

Registered office address: Module No. 211 N & 211 S, 11th Floor,

Yamuna Building, SEZ Unit, Technopark Phase III, Kulathoor PO, Trivandrum – 695583

Phone No: 0471 – 4151550 e-mail id: info.hrbindia@hrblock.com. Website: www.hrblock.com



2. Date of Joining and Pre-Employment Conditions

If you accept this offer of employment, your employment with the Company will commence on **6/1/2021** [MM/DD/YYYY] or such earlier date as agreed between you and the Company (the “**Date of Joining**”).

Your employment with the Company is subject and conditional upon:

- (a) a pre-employment screening check and background verification, including the receipt of references satisfactory to the Company;
- (b) the verification, to the satisfaction of the Company, of the information that has been provided to the Company during the course of your application/ interview process;

The Company reserves the right to withdraw or terminate your employment/ services immediately without notice if the foregoing conditions are not completed to its satisfaction.

3. Responsibilities and Duties

- (a) You will be a full-time employee of the Company and will be expected to faithfully, sincerely, diligently and efficiently make your best efforts available to the Company, to use your knowledge and skill for the development and growth of the Company to increase the revenue and profitability of the Company, all of which is the fundamental purpose of this Agreement. You will not, during your employment with the Company and without the prior written consent of the Company, directly or indirectly, carry on or be engaged, concerned or interested in any manner whatsoever, in any other employment, business, trade or occupation, either on a part-time or full-time basis, in an honorary capacity or otherwise, either during or after normal business hours.
- (b) You will be required to perform such roles, responsibilities, tasks, assignments and duties as may be notified by the Company from time-to-time, consistent with your designation in the Company.
- (c) The Company expects the highest level of honesty, integrity and efficacy from you in business as well as personal dealings.
- (d) In the course of your employment, the Company expects you to display a high standard of initiative, efficiency and economy.

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4. Remuneration

- (a) Your annual fixed cost to the Company (“Fixed CTC”) will be INR 375000 and will be subject to deduction of applicable taxes at the prevailing rates and deductions towards contribution of any statutory benefits and any other deductions as per the Company’s policies. A detailed Compensation break up is provided in Exhibit A to this Agreement. The components forming part of your CTC, applicable deduction of taxes and contributions of any statutory benefits will be notified by the Company to you from time-to-time. In the event of any amendment to any existing statute or introduction of a new statute, the Company reserves a right to adjust the CTC components within the then existing CTC, to ensure that the payments are made in compliance with such statutes.
- (b) You will be entitled to health insurance, life insurance and personal accident insurance benefits and gratuity as notified by the Company from time-to-time and will be eligible to participate in provident fund, worker welfare fund and employees state insurance contributions, as applicable.
- (c) In accordance with the Company’s policy and applicable law, you may be entitled to rewards and recognition, employee referral incentives, bonus/short term incentives and performance incentives. You will be eligible to participate in a **Short-Term Incentive plan**, with a target payout of **5 %** of your base salary. Any Short-Term Incentive payout, if approved, will be governed by the terms and timing set forth in that plan.
- (d) Please note that information related to your remuneration is confidential between you and the Company and you are expected to keep the same in strict confidence and not disclose this information to any third party, whether within or outside the Company.

5. Place of Work and Transfer

You will initially perform your duties principally at the Trivandrum office of the Company located at **11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India**. The Company has a right to transfer you to any department, branch or establishment under the same management or same principals, whether existing or to be set up in future, in or outside India, temporarily or permanently. In the event of such a transfer or deputation, details of the terms and conditions including modifications, if any, in the CTC, shall be communicated to you at the appropriate time. Notwithstanding anything contained herein, it is hereby clarified that your employment shall be with the Company alone, and you will not have any lien on employment with any affiliate or group company of the Company.

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6. Probation Period

You will be on probation for a period of six (6) months from the Date of Joining or such additional period as may be deemed necessary by the Company in its absolute discretion. Upon successful completion of your probation period, the Company may confirm you as a permanent employee of the Company.

7. Working Days and Hours

- (a) The Company follows a five (5) days working week from Monday to Friday and normal working hours from 8.30 am IST to 6.00 pm IST on these days, inclusive of thirty (30) minutes break time during the day. You will be expected to follow the foregoing working days and hours schedule and will be expected to ensure that you complete a minimum of forty-five (45) hours of work per week.
- (b) Notwithstanding the foregoing, you may be required to work for additional hours on regular working days or may be required to work on weekly holidays or other notified holidays on account of work deliverables and exigencies. The Company will not provide any overtime allowance to you on this account.
- (c) Depending on the nature of work, you may be required to work in shifts as decided and notified to you by the Company from time-to-time. The Company may pay a night shift allowance and/or may offer compensatory leave as per applicable policy, if you are required to work between 9.00 pm IST and 6.00 am IST.

8. Travel

In the course of your employment with the Company, you may be required, from time-to-time, to travel to locations outside your place of posting, within India or abroad, on short notice.

9. Reimbursement of Expenses

Any out-of-pocket expenses incurred by you in the course of your employment will be reimbursed to you upon presentation of appropriate documentation provided that these expenses are in compliance with the Company's policies on reimbursement of expenses.

10. Leave

You will be entitled to a total of **32 days** of leave per year, consisting of annual leave, sick leave, and casual leave. You will also be entitled to maternity/paternity leave as appropriate. All leaves will be governed according to the Company's leave policy, as may be applicable from time-to-time. The Company will have the sole discretion to grant or

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not grant leave (except maternity/paternity leave), in a manner that it will not affect the progress of the ongoing projects which the Company is associated with, or for such other reasons as it may deem fit.

11. Holidays

The Company will publish a holiday list for every calendar year. The Company will have a right to change or alter the holiday list at any time during the year at its sole discretion.

12. Termination

- (a) During the probation period in case of any misconduct, including fraud, theft, withholding of information, or unexplained leave of absence for a continuous period of ten (10) days on your part at any time during the employment, the Company may terminate your employment with immediate effect and without notice or payment in lieu of such notice. In all other instances, during the probation period, the Company or you may terminate your employment by giving a prior written notice of thirty (30) days or payment in lieu of such notice.
- (b) The Company may terminate your employment by giving a prior notice of sixty (60) days or payment in lieu of such notice, without assigning any reason whatsoever, at the sole discretion of the Company. You may terminate your employment with the Company by giving a prior notice of sixty (60) days or payment in lieu of such notice. In either instance, if at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company in lieu of the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.
- (c) Upon termination of your employment with the Company, you will be required to complete all exit formalities as per the Company's policies, including execution of a separation and release agreement to enable the Company to process your full and final settlement.

13. Consequences of Termination

Upon termination of this Agreement, you will immediately surrender to the Company all correspondence, specifications, formulae, books, documents, effects, market data, cost data, drawings or records, etc., belonging to the Company or relating to its business and shall not retain or make any copies of these items. The terms of termination are strictly confidential between you and the Company and you will not disclose these terms to any third party, within the Company or outside.

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Phone No: 0471 – 4151550 e-mail id: info.hrbindia@hrblock.com. Website: www.hrblock.com



14. Deductions

You hereby consent to the deductions of any sums owed by you to the Company at any time from your CTC, or any other payment due to the Company by you, in respect of any overpayment of any kind made to you or in respect of any outstanding debt or other sum owed by you to the Company, and you hereby also agree to make a payment to the Company of any sums owed by you to the Company upon demand by the Company at any time.

15. No Violation of Rights of Third Parties

Your performance of all the terms of this Agreement and the Covenants Agreement does not and shall not breach any agreement to keep in confidence, proprietary information, knowledge, or data acquired by you prior to your employment with the Company. Further, you confirm that you are not a party to any other agreement, which may interfere with your full compliance with this Agreement and the Covenants Agreement. You agree not to enter into any agreement, whether written or oral, in conflict with the provisions of this Agreement.

16. Personal Data

You hereby irrevocably and unconditionally provide your consent to the Company to collect, receive, possess, store, deal or handle your sensitive personal data or information, and to disclose or transfer your sensitive personal data or information to any third party for the performance of the Company's obligations under this Agreement or for any other purposes in connection with your employment with the Company. You undertake to execute any further document(s) which the Company may require for the purpose of the foregoing.

17. Retirement

The age of retirement from the Company shall be on attainment of sixty (60) years. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the Date of Joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

18. General

- (a) You will be required to undergo a medical examination as and when directed by the Company and to comply with rules and instructions in such matter.
- (b) You will keep us informed of any change in your residential address, civil or marital

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status and such other matters. If the change in correspondence/residence address is not intimated, any communication sent at the available addresses shall be deemed to have reached you.

- (c) In the event of any laws coming into force at any time affecting any aspect of your terms and conditions of employment, it is hereby expressly agreed that no double benefits shall accrue to you.
- (d) This Agreement shall be governed by and construed in accordance with the laws of India and only the courts at Trivandrum shall have the exclusive jurisdiction in all matters arising hereunder this Agreement.
- (e) The Company, at its discretion, may alter, replace or annul any of the terms of this Agreement, should circumstances so warrant, either as a result of statute or otherwise.
- (f) If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable: (i) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision; and (ii) the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.
- (g) You will not make any claims on the Company or shall not hold the Company responsible for any dues or amounts payable by your previous employer, for any reason whatsoever.
- (h) The waiver of a term or provision of this Agreement shall not be effective unless such waiver is in writing and signed by a duly authorized representative of the Company. No waiver by the Company of, or consent by the Company to, a breach by you, shall constitute a waiver of, consent to or excuse of any other or subsequent breach by you.

19. Documents Required

The following documents are required to be submitted to the Company on the Date of Joining:

- (a) completion certificates/degrees and mark sheets issued by various education institutions as mentioned during the interview process;
- (b) relieving letter/resignation acceptance letter and no-dues certificate/settlement and release letter from most recent employer (if any);

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- (c) seven (7) recent passport size photographs;
- (d) last drawn salary slip;
- (e) self-attested copy of passport;
- (f) self-attested copy of a permanent account number card; and
- (g) self-attested copy of Aadhaar card.

We welcome you to the Company's family and wish you a rewarding career.

Please confirm your acceptance by signing a copy of this Agreement.

Yours sincerely,
For **H & R Block India Private Limited**

HARI PRASAD K
MANAGING DIRECTOR



ACCEPTANCE

I have read and understood all the terms and conditions contained in this Agreement. I acknowledge and agree that this Agreement, the Covenants Agreement and the policies issued and made effective by the Company from time-to-time constitute the entire understanding between the Company and me in relation to my employment with the Company. I understand and agree that any changes in the terms of employment described in this Agreement must be set forth in a written document signed by a duly authorized officer of the Company.

Name: _____
Signature: _____
Place: _____
Date: _____

EXHIBIT A

COMPENSATION BREAK UP

C&B Components	Per Annum	Per Month
Basic salary	132,000	11,000
House rent allowance	99,000	8,250
Mobile and internet reimbursement	-	-
Leave travel concession	66,000	5,500
Food coupon	26,400	2,200
Professional pursuit allowance	-	-
Car maintenance	-	-
Driver reimbursement	-	-
Statutory Bonus @ 8.33%	26,400	2,200
Position Allowance	9,360	780
Special allowance	-	-
Company's contribution to PF	15,840	1,320
A) Total Fixed Compensation	375,000	31,250
Variable pay /Performance based Pay:	18,750	
B) Total Annualised Compensation	393,750	
Other Estimated Benefits		
Insurance Benefits	50,000	
Gratuity	5,280	
C) Total Annual Compensation	449,030	
Note:		
Gratuity is payable as per the provisions of Payment of Gratuity Act, 1972		



EXHIBIT B

NON-DISCLOSURE, NON-SOLICITATION AND NON-COMPETITION AGREEMENT

This **Non-Disclosure, Non-Solicitation and Non-Competition Agreement** (the “**Agreement**”) is entered on the 6/1/2021 (MM/DD/YYYY) between

H & R BLOCK (INDIA) PRIVATE LIMITED, a company registered under the Companies Act, 1956 having its registered office at 11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India (hereinafter referred to as the “**Company**”, which expression shall, unless it be repugnant to the context or meaning thereof, include its successors and assigns); and **Aparna Anand**, an individual and Indian national residing at **Trivandrum , Kerala, India - 695583** (hereinafter referred to as the “**Employee**”, which expression shall unless repugnant to the context or meaning thereof, mean and include [his/her] heirs, executors, administrators and permitted assigns).

Each of the Company and the Employee shall be individually referred to as a “**Party**” and collectively referred to as the “**Parties**”.

WHEREAS, the Company and the Employee have entered into an offer letter of even date (the “**Employment Agreement**”). This Agreement forms an integral part of the Employment Agreement.

In consideration for the Employee’s employment with the Company under the Employment Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Employee hereby agrees with the Company as follows:

1. RECOGNITION OF COMPANY’S RIGHTS; NONDISCLOSURE

- a) The Employee understands that the Company possesses Confidential Information (defined below), which the Company agrees to disclose to the Employee in exchange for the Employee’s covenants under this Agreement.
- b) At all times, during the Employee’s employment with the Company and at all times thereafter, the Employee agrees that he/she shall:
 - (i) hold in strictest confidence and shall not in any manner, disclose, use, lecture upon, or publish any of the Company’s Confidential Information, except as such disclosure, use, or publication may be required in connection with the Employee’s work for the Company;

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- (ii) not disclose to any third party, or use for the Employee's own benefit or for the benefit of any third party, any Confidential Information unless such disclosure or use is specifically permitted in writing by the Company;
 - (iii) at all times keep confidential all Confidential Information;
 - (iv) use the Confidential Information only for the purpose of, and to the extent as is strictly necessary for, fulfilling the Employee's duties under the terms of employment with the Company;
 - (v) not make or permit/authorize the making of any press release/other public statement/disclosure concerning Confidential Information without the prior written consent of the Company;
 - (vi) not make copies or reproduce in any manner any of the Confidential Information unless specifically authorized by the Company;
 - (vii) not remove, take out or send by e-mail or in any other manner any of the Confidential Information from the Company premises unless specifically authorized by the Company;
 - (viii) with respect to third party Confidential Information that the Company is bound by agreement to maintain the confidentiality of, the Employee will not use such Confidential Information for the benefit of anyone other than the Company or such third party, or in any manner inconsistent with any agreement between the Company and such third party of which the Employee is made aware;
 - (ix) disclose Confidential Information only to those personnel of the Company, who have a need to know it and who have permission from the Company to receive it; and
 - (x) take special care in public places (e.g., restaurants, airplanes, elevators) to ensure that even casual conversation or inadvertent displays of written material do not lead to the disclosure of any Confidential Information.
- c) For the purpose of this Agreement, "**Confidential Information**" means all information that is considered by the Company and/or its parent, subsidiary, affiliate companies or their clients/customers to be of a confidential nature and includes, but is not limited to:
- (i) information relating or applicable to the business of the Company, its parent, subsidiary and affiliate companies and/or information relating or

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applicable to the business of the clients/customers of the Company, its parent, subsidiary and/or affiliate companies;

- (ii) any and all technical and non-technical information including patent, copyright, trade secrets and other intellectual property, proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, equipment, algorithms, software programs, software source documents, financial results and forecasts, formulae related to the past, current, future and proposed products and services and includes, without limitation, legal information, contracts and agreements, information concerning research, experimental work, work in-progress, development, design details and specifications, engineering, financial information, proposals, procurement requirements, purchasing manufacturing, customer lists, business forecasts, details of/relating to service providers, sales and merchandising, marketing plans, cost data, profit margins, sales strategies, customer preferences and needs, and employee capabilities;
- (iii) proprietary or confidential information of any third party who may disclose such information to the Company or to the Employee in the course of the Company's business, which the Company is obligated to treat as confidential or proprietary;
- (iv) any confidential or proprietary information which is circulated within the Company via its internal electronic mail system, intranet or otherwise; and
- (v) such other information, in tangible or intangible form, which might, fairly be considered to be of a confidential nature and which may be furnished by the Company to the Employee during the term of this Agreement, or otherwise disclosed by the Company, whether directly or indirectly, to the Employee in connection with this Agreement, regardless of whether marked as "confidential," "restricted" or other similar designation and whether or not such information is oral, written, printed, contained on computer disc or otherwise represented.

2. THIRD PARTY INFORMATION

The Employee understands, in addition, that the Company may from time-to-time receive from third parties, confidential or proprietary information ("**Third Party Information**") subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of the Employee's employment and at all times thereafter, the Employee shall hold Third Party Information in the strictest confidence and shall not disclose (to anyone other than the Company's personnel who need to know such information in connection with their work for the

Company) or use, except in connection with the Employee's work for the Company, Third Party Information unless expressly authorized by the Company in writing.

3. PRESUMPTION OF BREACH

In the event of the possession, access and/or use of the Confidential Information by any other third party with whom the Employee may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this Agreement by the Employee.

4. ASSIGNMENT OF INVENTIONS

- a) The Employee hereby grants, assigns and transfers to the Company by way of a deed of assignment annexed hereto as Exhibit I to this Agreement, and agrees to grant, assign and transfer in future, by way of specific deeds of assignment in a format substantially similar to Exhibit I, all right, title, and interest in and to any and all Work Product (defined below) (and all proprietary rights with respect thereto), whether or not patentable or registerable under copyright or similar statutes, that is made or conceived or reduced to practice or learnt by the Employee, either alone or jointly with others, during the period of the Employee's employment with the Company.
- b) The Employee shall execute documents and perform other acts at the Company's request from time-to-time during the Employee's employment with the Company and at all times thereafter to establish or preserve the Company's ownership of the Work Product. "**Work Product**" means all materials, inventions and forms of work made, conceived or reduced to practice or learnt by the Employee, either alone or jointly with others, during the period of the Employee's employment with the Company, along with the intellectual property therein including: (a) patents, patent applications, patent disclosures and inventions (whether patentable or not); (b) trademarks, service marks, trade dress, trade names, logos, corporate names, internet domain names, and registrations and applications for the registration thereof together with all of the goodwill associated therewith; (c) copyrights and copyrightable works (including mask works) and registrations and applications thereof; (d) computer software programs (including source code and object code), data, databases and documentation thereof; (e) trade secrets and other confidential information (including ideas, formulae, improvements, know-how, techniques, research and development, specifications, drawings, flowcharts, programmer notes, designs, design rights, developments, plans, business plans, pricing data, customer data, proposals, technical data, financial and marketing plans, and customer and supplier lists and information); (f) waivable or assignable rights of publicity, waivable or assignable moral rights and all other forms of intellectual property; and (g) copies and tangible embodiments thereof (in whatever form or medium).



- c) The Employee agrees to assign all right, title and interest in and to any particular Work Product or invention to a third party, including, without limitation, any governmental entity, as may be directed by the Company.
- d) The Employee acknowledges and agrees that the Company is not obligated to commercialize any Work Product, and that the Employee shall not independently commercialize any Work Product.
- e) The Employee hereby waives and agrees to waive in the future any moral rights that the Employee possesses or may possess in any Work Product or proprietary rights therein.

5. ENFORCEMENT OF PROPRIETARY RIGHTS

- a) The Employee shall assist the Company in every proper way to obtain and from time-to-time enforce the proprietary rights relating to the Work Product in any and all countries. To that end the Employee shall execute, verify, and deliver such documents and perform such other acts (including appearances as a witness) as the Company may reasonably request for use in applying for, obtaining, perfecting, evidencing, sustaining, and enforcing such proprietary rights and the assignment thereof. In addition, the Employee shall execute, verify, and deliver assignments of such proprietary rights to the Company or its designee. The Employee's obligation to assist the Company with respect to proprietary rights relating to such Work Product in any and all countries shall continue beyond the termination of the Employee's employment, but the Company shall compensate the Employee at a reasonable rate after the Employee's termination, for the time actually spent by the Employee at the Company's request on such assistance.
- b) In the event the Company is unable for any reason, after reasonable effort, to secure the Employee's signature on any document needed in connection with the actions specified in the preceding paragraph, the Employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as the Employee's agent and attorney in fact and in law, to act for and in the Employee's behalf to execute, verify, and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraph thereon with the same legal force and effect as if executed by the Employee. The Employee hereby waives all right to any and all claims, of any nature whatsoever, that the Employee now or may hereafter have for infringement of any proprietary rights assigned hereunder to the Company.

6. OTHER ACTIVITIES, FULL-TIME EMPLOYMENT

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- a) During the term of this Agreement and for a period of twelve (12) months after termination of this Agreement, the Employee shall not:
- (i) act as an agent for, or as an officer, employee or other representative of, or render services that may be construed to be the same, substantially similar or identical, or compete, or prepare to compete, directly or indirectly, with the services rendered hereunder to the Company or any of the Company's competitors or prospective competitors, nor shall the Employee engage in any other activities that conflict with the Employee's obligations to the Company;
 - (ii) directly or indirectly, individually or on behalf of any other person, firm, partnership, corporation or other business entity, solicit, induce, hire or encourage or cause others to solicit, induce, hire or encourage any employee or independent contractor of the Company to terminate or breach an employment, contractual or other relationship with the Company or solicit the employment services of any former employee of the Company whose employment has been terminated for less than six (6) months; and/or
 - (iii) individually or on behalf of any other person, firm, partnership, corporation or business entity of any type, solicit, contact, call upon, communicate with, or attempt to communicate with, any customer of the Company.
- b) Upon termination of this Agreement, the Employee shall not access the Company's computer systems, download files or any information from the Company's computer systems or in any way interfere, disrupt, modify or change any computer program used by the Company or any data stored on the Company's computer systems.
- c) During the term of this Agreement or at any time thereafter, the Employee shall not disparage the Company, any of its products or practices, or defame any of its partners, officers, agents or representatives, either orally or in writing, at any time.
- d) During the term of this Agreement, the Employee shall not undertake any employment or enter into any other type of association anywhere else, even on a part-time basis, whether for any consideration or not.
- e) Contravention of this Section shall be deemed as voluntary termination by the Employee without the required notice having been given to the Company, and the Company shall not be liable for payment of any compensation or benefits to the Employee from the date of termination.

7. OBLIGATION TO KEEP COMPANY INFORMED

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The Employee shall promptly disclose to the Company fully and in writing all Work Product (and the intellectual property rights created in the Work Product) authored, conceived or reduced to practice by the Employee, alone or jointly with others, during the period of the Employee's employment with the Company and for a period of twelve (12) months thereafter. In addition, the Employee shall disclose all applications such as patent, copyright and design applications, filed by the Employee for the ownership of the intellectual property rights in the Work Product, during one (1) year after termination of the Employee's employment with the Company.

8. THIRD PARTY AGREEMENTS AND RIGHTS

The Employee represents that the Employee is not bound by the terms of any agreement with any previous employer or other party which shall restrict in any way the Employee's performance of any job duties. The Employee represents to the Company that the Employee's execution of this Agreement, employment with the Company and the performance of duties for the Company, shall not violate any obligations that the Employee may have to any previous employer or other party. In the Employee's work for the Company, the Employee shall not disclose or make use of any information in violation of any agreements with or rights of any previous employer or other party, and shall not bring to the premises of the Company any copies or other tangible embodiments of non-public information belonging to or obtained from any such previous employment or other party, unless expressly permitted in writing by the Company and by the Employee's previous employer.

9. RETURN OF THE COMPANY'S DOCUMENTS

When the Employee leaves the employment of the Company, the Employee shall promptly deliver to the Company all drawings, notes, memoranda, specifications, devices, formulae, and documents, together with all copies thereof, and any other material containing or disclosing any of the Company's Work Product, Third Party Information, or all proprietary information and Confidential Information of the Company. The Employee shall destroy or delete permanently all intangible materials that disclose or relate to any Confidential Information. The Employee shall subsequently notify the Company in writing that the identified Confidential Information was all that was in the Employee's possession, and that all such information was either returned or destroyed permanently, as the case may be. The Employee further agrees that any property situated on the Company's premises and owned by the Company, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or without notice. Prior to leaving, the Employee shall cooperate with the Company in completing and signing the Company's termination statement for technical and management personnel.

10. CONSEQUENCES OF BREACH

The Employee is aware and acknowledges the fact that any breach by the Employee of any of the terms contained in this Agreement would cause the Company to suffer a grave loss and would prejudicially affect the business and interests of the Company. The Employee recognizes and agrees that in the event of such a breach and/or apprehended breach, the Company shall be entitled to recover from the Employee and the Employee shall be bound and liable to make good to the Company, all the losses, damages, costs, charges and expenses, including attorney fees and court costs as may be certified by the Company's auditors as having been incurred due to the breach and for the purpose of and/or in connection with, or resulting from any civil and/or criminal proceedings initiated and/or proposed to be initiated by the Company on account of such breach or apprehended breach. The Employee agrees that the Company shall be entitled to set off, at its sole discretion, the whole or any part of such amount against any amounts due to him/her and/or entitlements of the Employee on account of the Employee's employment with the Company. This remedy shall be in addition to other remedies available to the Company under law.

11. LEGAL AND EQUITABLE REMEDIES

As the Employee's services are personal and unique and because the Employee may have access to and become acquainted with the Confidential Information of the Company, and because any breach of the covenants made under this Agreement would be likely to result in irreparable damage to the Company for which remedies at law would likely be inadequate, the Company shall have the right to enforce this Agreement and any of its provisions by injunction, specific performance, or other equitable relief, without bond and without prejudice to any other rights and remedies that the Company may have for a breach of this Agreement.

12. AUTHORIZATION TO NOTIFY NEW EMPLOYER

The Employee hereby authorizes the Company to notify the Employee's new employer about his/her rights and obligations under this Agreement following the termination of his/her employment with the Company.

13. MISCELLANEOUS

- a) This Agreement in its entirety shall survive the termination of the Employee's employment with the Company under the Employment Agreement.
- b) This Agreement shall be governed by and construed in accordance with the laws of India and only the courts at Trivandrum shall have the exclusive jurisdiction in all matters arising hereunder this Agreement.
- c) The Company, at its discretion, may alter, replace or annul any of the terms of this



Agreement, should circumstances so warrant, either as a result of statute or otherwise.

- d) If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable: (i) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision; and (ii) the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.
- e) The waiver of a term or provision of this Agreement shall not be effective unless such waiver is in writing signed by a duly authorized representative of the Company. No waiver by the Company of, or consent by the Company to, a breach by you, shall constitute a waiver of, consent to or excuse of any other or subsequent breach by you.

IN WITNESS WHEREOF, the Parties hereto have executed two (2) copies of this Agreement and each Party holds one (1) copy thereof.

For H & R Block (India) Private Limited
HARI PRASAD K
MANAGING DIRECTOR

Name of the Employee & Sign



**EXHIBIT I
DEED OF ASSIGNMENT**

This **Deed of Assignment** is made and entered into on the 6/1/2021 between:

Aparna Anand an individual and Indian national residing at Trivandrum , Kerala, India - 695583 (hereinafter referred to as the “**Assignor**”, which expression shall unless repugnant to the context or meaning thereof, mean and include [his/her] heirs, executors, administrators and permitted assigns); and

H & R BLOCK (INDIA) PRIVATE LIMITED, a company registered under the Companies Act, 1956 having its registered office at 11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India (hereinafter referred to as the “**Assignee**”, which expression shall unless it be repugnant to the context or meaning thereof include its successors and assigns).

WHEREAS

- A. The Assignor is the proprietor in India (or applicable territory) of the intellectual property rights as set out in the Schedule attached hereto (hereinafter referred to as “**IP Rights**”).
- A. The Assignor has agreed to assign the IP Rights to the Assignee for consideration hereinafter appearing.

NOW THIS DEED OF ASSIGNMENT WITNESSETH that in pursuance of the Agreement, and for a consideration of INR100 (Indian Rupees One Hundred) paid by the Assignee, the receipt and sufficiency of which the Assignor hereby acknowledges, the Assignor hereby assigns the IP Rights together with the goodwill associated, worldwide to the Assignee in perpetuity to hold the same unto the Assignee, its successors and assigns absolutely.

The Assignor hereby waives any right to and agrees that it shall not raise any objection or claims with respect to the ownership of the IP Rights, under the provisions of the laws applicable in India. In addition, without any prejudice to the generality of the rights to be assigned to the Assignee under the offer letter between the Assignor and the Assignee dated 6/1/2021 (the “**Agreement**”) and this Deed of Assignment, the Assignee shall have the right to reassign its rights in the IP Rights in any manner that the Assignee may desire. It is further agreed between the parties that the assignment under this Deed of Assignment shall not lapse nor the rights transferred therein revert to the Assignor, even if the Assignee does not exercise the rights under this Deed of Assignment within a period of one (1) year from the date of execution of this Deed of Assignment or the Agreement.

[The following page is the execution page]

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IN WITNESS WHEREOF, the Parties hereto have executed two (2) copies of this Deed of Assignment and each Party holds one (1) copy thereof.

For H & R Block (India) Private Limited
HARI PRASAD K
MANAGING DIRECTOR

Name of the Employee & Sign



SCHEDULE

IP RIGHTS

The IP Rights include:

- (i) patents, patent applications, patent disclosures and inventions (whether patentable or not);
- (i) trademarks, service marks, trade dress, trade names, logos, corporate names, internet domain names, and registrations and applications for the registration thereof together with all of the goodwill associated therewith;
- (ii) copyrights and copyrightable works (including mask works) and registrations and applications thereof;
- (iii) computer software programs (including Code, Source Code and Object Code), data, databases and documentation thereof;
- (iv) trade secrets and other confidential information (including ideas, formulae, improvements, know-how, techniques, research and development, specifications, drawings, flowcharts, pricing data, customer data, programmer notes, designs, design rights, developments, plans, business plans, proposals, data, financial and marketing plans and customer and supplier lists and information);
- (v) rights in all discoveries, ideas, inventions, concepts, developments, works of authorship, materials, writings, processes, specifications, technology, and other creations, whether or not patentable, that are conceived, created, or otherwise developed by the Assignor (either alone or with others) or result from or are suggested by any work performed by you (either alone or with others) during the period of the Assignor's employment and/or engagement by the Assignee;
- (vi) waivable or assignable rights of publicity, waivable or assignable moral rights and any and all other forms of intellectual property; and
- (vii) copies and tangible embodiments thereof (in whatever form or medium).

For the purposes of this Deed of Assignment, the following terms shall have the following meaning:

H & R BLOCK (INDIA) PRIVATE LIMITED

CIN: U72900KL2006PTC061897

Registered office address: Module No. 211 N & 211 S, 11th Floor,

Yamuna Building, SEZ Unit, Technopark Phase III, Kulathoor PO, Trivandrum – 695583

Phone No: 0471 – 4151550 e-mail id: info.hrbindia@hrblock.com. Website: www.hrblock.com



- (i) **“Patents”** means all patents and patent applications, together with all reissues, divisions, re-examinations, renewals, extensions, provisionals, continuations and continuations-in-part thereof, and equivalent or similar rights anywhere in the world.
- (i) **“Code”** means computer programming code (including microcode, as applicable).
- (ii) **“Object Code”** means Code substantially in binary form. Object Code is directly executable by a computer after processing, but without compilation or assembly.
- (iii) **“Source Code”** means Code other than Object Code, and includes Code that may be displayed in a form readable and understandable by a programmer of ordinary skill, as well as any enhancements, corrections and documentation related thereto. Source Code includes related Source Code-level system documentation, comments, and procedural Code, such as job control language.

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Date: 5/3/2021

Strictly Personal & Confidential

Divya Sabu
Pereppadan House, Puliyanam P.O., Anagamaly Via, Ernakulam, Kerala - 683572

Dear Divya,

Thank you for the keen interest you have shown in H & R Block (India) Private Limited (the “**Company**”). Consequent to your application, interview(s) and personal discussions with the representatives of the Company, we are pleased to offer you the designation of **Associate Software Engineer** at the Trivandrum office of the Company located at 11th Floor, 211N - 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India. Please accept our heartiest congratulations.

Your employment with the Company will be subject to the terms and conditions of this offer letter to be executed between you and the Company (the “**Agreement**”); the Non-Disclosure, Non-Solicitation and Non-Competition Agreement to be executed between you and the Company which is attached to the Agreement as Exhibit B (the “**Covenants Agreement**”); the Code of Business Conduct and Ethics; and the various policies of the Company issued and made effective by the Company from time-to-time.

If at any time during the course of your employment with the Company, you would like to review the policies of the Company as are then applicable to you, please contact the Human Resources representative for the Company. In the event of any conflict in the terms of this Agreement with the policies of the Company or the terms of the Covenants Agreement with the policies of the Company, the terms of the Agreement and/or the Covenants Agreement, as the case may be will prevail.

Your employment with the Company will also be guided by the core values and beliefs of the Company with the objective of facilitating the operations of the Company.

1. Validity of Offer

The offer of employment under this Agreement will be valid for ten days after issuance. If the offer of employment is acceptable to you, please intimate your acceptance of the same by sending an e-mail to hprasad@hrblock.com & manoj.elanjickal@hrblock.com on or before the tenth day and please sign and return the original signed copy of this Agreement and the Covenants Agreement to the Company on or before the Date of Joining (mentioned below).

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2. Date of Joining and Pre-Employment Conditions

If you accept this offer of employment, your employment with the Company will commence on **6/1/2021** [MM/DD/YYYY] or such earlier date as agreed between you and the Company (the “**Date of Joining**”).

Your employment with the Company is subject and conditional upon:

- (a) a pre-employment screening check and background verification, including the receipt of references satisfactory to the Company;
- (b) the verification, to the satisfaction of the Company, of the information that has been provided to the Company during the course of your application/ interview process;

The Company reserves the right to withdraw or terminate your employment/ services immediately without notice if the foregoing conditions are not completed to its satisfaction.

3. Responsibilities and Duties

- (a) You will be a full-time employee of the Company and will be expected to faithfully, sincerely, diligently and efficiently make your best efforts available to the Company, to use your knowledge and skill for the development and growth of the Company to increase the revenue and profitability of the Company, all of which is the fundamental purpose of this Agreement. You will not, during your employment with the Company and without the prior written consent of the Company, directly or indirectly, carry on or be engaged, concerned or interested in any manner whatsoever, in any other employment, business, trade or occupation, either on a part-time or full-time basis, in an honorary capacity or otherwise, either during or after normal business hours.
- (b) You will be required to perform such roles, responsibilities, tasks, assignments and duties as may be notified by the Company from time-to-time, consistent with your designation in the Company.
- (c) The Company expects the highest level of honesty, integrity and efficacy from you in business as well as personal dealings.
- (d) In the course of your employment, the Company expects you to display a high standard of initiative, efficiency and economy.

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4. Remuneration

- (a) Your annual fixed cost to the Company (“Fixed CTC”) will be INR 375000 and will be subject to deduction of applicable taxes at the prevailing rates and deductions towards contribution of any statutory benefits and any other deductions as per the Company’s policies. A detailed Compensation break up is provided in Exhibit A to this Agreement. The components forming part of your CTC, applicable deduction of taxes and contributions of any statutory benefits will be notified by the Company to you from time-to-time. In the event of any amendment to any existing statute or introduction of a new statute, the Company reserves a right to adjust the CTC components within the then existing CTC, to ensure that the payments are made in compliance with such statutes.
- (b) You will be entitled to health insurance, life insurance and personal accident insurance benefits and gratuity as notified by the Company from time-to-time and will be eligible to participate in provident fund, worker welfare fund and employees state insurance contributions, as applicable.
- (c) In accordance with the Company’s policy and applicable law, you may be entitled to rewards and recognition, employee referral incentives, bonus/short term incentives and performance incentives. You will be eligible to participate in a **Short-Term Incentive plan**, with a target payout of **5%** of your base salary. Any Short-Term Incentive payout, if approved, will be governed by the terms and timing set forth in that plan.
- (d) Please note that information related to your remuneration is confidential between you and the Company and you are expected to keep the same in strict confidence and not disclose this information to any third party, whether within or outside the Company.

5. Place of Work and Transfer

You will initially perform your duties principally at the Trivandrum office of the Company located at **11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India**. The Company has a right to transfer you to any department, branch or establishment under the same management or same principals, whether existing or to be set up in future, in or outside India, temporarily or permanently. In the event of such a transfer or deputation, details of the terms and conditions including modifications, if any, in the CTC, shall be communicated to you at the appropriate time. Notwithstanding anything contained herein, it is hereby clarified that your employment shall be with the Company alone, and you will not have any lien on employment with any affiliate or group company of the Company.

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6. Probation Period

You will be on probation for a period of six (6) months from the Date of Joining or such additional period as may be deemed necessary by the Company in its absolute discretion. Upon successful completion of your probation period, the Company may confirm you as a permanent employee of the Company.

7. Working Days and Hours

- (a) The Company follows a five (5) days working week from Monday to Friday and normal working hours from 8.30 am IST to 6.00 pm IST on these days, inclusive of thirty (30) minutes break time during the day. You will be expected to follow the foregoing working days and hours schedule and will be expected to ensure that you complete a minimum of forty-five (45) hours of work per week.
- (b) Notwithstanding the foregoing, you may be required to work for additional hours on regular working days or may be required to work on weekly holidays or other notified holidays on account of work deliverables and exigencies. The Company will not provide any overtime allowance to you on this account.
- (c) Depending on the nature of work, you may be required to work in shifts as decided and notified to you by the Company from time-to-time. The Company may pay a night shift allowance and/or may offer compensatory leave as per applicable policy, if you are required to work between 9.00 pm IST and 6.00 am IST.

8. Travel

In the course of your employment with the Company, you may be required, from time-to-time, to travel to locations outside your place of posting, within India or abroad, on short notice.

9. Reimbursement of Expenses

Any out-of pocket expenses incurred by you in the course of your employment will be reimbursed to you upon presentation of appropriate documentation provided that these expenses are in compliance with the Company's policies on reimbursement of expenses.

10. Leave

You will be entitled to a total of **32 days** of leave per year, consisting of annual leave, sick leave, and casual leave. You will also be entitled to maternity/paternity leave as appropriate. All leaves will be governed according to the Company's leave policy, as may be applicable from time-to-time. The Company will have the sole discretion to grant or

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not grant leave (except maternity/paternity leave), in a manner that it will not affect the progress of the ongoing projects which the Company is associated with, or for such other reasons as it may deem fit.

11. Holidays

The Company will publish a holiday list for every calendar year. The Company will have a right to change or alter the holiday list at any time during the year at its sole discretion.

12. Termination

- (a) During the probation period in case of any misconduct, including fraud, theft, withholding of information, or unexplained leave of absence for a continuous period of ten (10) days on your part at any time during the employment, the Company may terminate your employment with immediate effect and without notice or payment in lieu of such notice. In all other instances, during the probation period, the Company or you may terminate your employment by giving a prior written notice of thirty (30) days or payment in lieu of such notice.
- (b) The Company may terminate your employment by giving a prior notice of sixty (60) days or payment in lieu of such notice, without assigning any reason whatsoever, at the sole discretion of the Company. You may terminate your employment with the Company by giving a prior notice of sixty (60) days or payment in lieu of such notice. In either instance, if at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company in lieu of the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.
- (c) Upon termination of your employment with the Company, you will be required to complete all exit formalities as per the Company's policies, including execution of a separation and release agreement to enable the Company to process your full and final settlement.

13. Consequences of Termination

Upon termination of this Agreement, you will immediately surrender to the Company all correspondence, specifications, formulae, books, documents, effects, market data, cost data, drawings or records, etc., belonging to the Company or relating to its business and shall not retain or make any copies of these items. The terms of termination are strictly confidential between you and the Company and you will not disclose these terms to any third party, within the Company or outside.

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14. Deductions

You hereby consent to the deductions of any sums owed by you to the Company at any time from your CTC, or any other payment due to the Company by you, in respect of any overpayment of any kind made to you or in respect of any outstanding debt or other sum owed by you to the Company, and you hereby also agree to make a payment to the Company of any sums owed by you to the Company upon demand by the Company at any time.

15. No Violation of Rights of Third Parties

Your performance of all the terms of this Agreement and the Covenants Agreement does not and shall not breach any agreement to keep in confidence, proprietary information, knowledge, or data acquired by you prior to your employment with the Company. Further, you confirm that you are not a party to any other agreement, which may interfere with your full compliance with this Agreement and the Covenants Agreement. You agree not to enter into any agreement, whether written or oral, in conflict with the provisions of this Agreement.

16. Personal Data

You hereby irrevocably and unconditionally provide your consent to the Company to collect, receive, possess, store, deal or handle your sensitive personal data or information, and to disclose or transfer your sensitive personal data or information to any third party for the performance of the Company's obligations under this Agreement or for any other purposes in connection with your employment with the Company. You undertake to execute any further document(s) which the Company may require for the purpose of the foregoing.

17. Retirement

The age of retirement from the Company shall be on attainment of sixty (60) years. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the Date of Joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

18. General

- (a) You will be required to undergo a medical examination as and when directed by the Company and to comply with rules and instructions in such matter.
- (b) You will keep us informed of any change in your residential address, civil or marital

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status and such other matters. If the change in correspondence/residence address is not intimated, any communication sent at the available addresses shall be deemed to have reached you.

- (c) In the event of any laws coming into force at any time affecting any aspect of your terms and conditions of employment, it is hereby expressly agreed that no double benefits shall accrue to you.
- (d) This Agreement shall be governed by and construed in accordance with the laws of India and only the courts at Trivandrum shall have the exclusive jurisdiction in all matters arising hereunder this Agreement.
- (e) The Company, at its discretion, may alter, replace or annul any of the terms of this Agreement, should circumstances so warrant, either as a result of statute or otherwise.
- (f) If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable: (i) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision; and (ii) the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.
- (g) You will not make any claims on the Company or shall not hold the Company responsible for any dues or amounts payable by your previous employer, for any reason whatsoever.
- (h) The waiver of a term or provision of this Agreement shall not be effective unless such waiver is in writing and signed by a duly authorized representative of the Company. No waiver by the Company of, or consent by the Company to, a breach by you, shall constitute a waiver of, consent to or excuse of any other or subsequent breach by you.

19. Documents Required

The following documents are required to be submitted to the Company on the Date of Joining:

- (a) completion certificates/degrees and mark sheets issued by various education institutions as mentioned during the interview process;
- (b) relieving letter/resignation acceptance letter and no-dues certificate/settlement and release letter from most recent employer (if any);

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- (c) seven (7) recent passport size photographs;
- (d) last drawn salary slip;
- (e) self-attested copy of passport;
- (f) self-attested copy of a permanent account number card; and
- (g) self-attested copy of Aadhaar card.

We welcome you to the Company's family and wish you a rewarding career.

Please confirm your acceptance by signing a copy of this Agreement.

Yours sincerely,
For **H & R Block India Private Limited**

HARI PRASAD K
MANAGING DIRECTOR



ACCEPTANCE

I have read and understood all the terms and conditions contained in this Agreement. I acknowledge and agree that this Agreement, the Covenants Agreement and the policies issued and made effective by the Company from time-to-time constitute the entire understanding between the Company and me in relation to my employment with the Company. I understand and agree that any changes in the terms of employment described in this Agreement must be set forth in a written document signed by a duly authorized officer of the Company.

Name: _____
Signature: _____
Place: _____
Date: _____



EXHIBIT A

COMPENSATION BREAK UP

C&B Components	Per Annum	Per Month
Basic salary	132,000	11,000
House rent allowance	99,000	8,250
Mobile and internet reimbursement	-	-
Leave travel concession	66,000	5,500
Food coupon	26,400	2,200
Professional pursuit allowance	-	-
Car maintenance	-	-
Driver reimbursement	-	-
Statutory Bonus @ 8.33%	26,400	2,200
Position Allowance	9,360	780
Special allowance	-	-
Company's contribution to PF	15,840	1,320
A) Total Fixed Compensation	375,000	31,250
Variable pay /Performance based Pay:	18,750	
B) Total Annualised Compensation	393,750	
Other Estimated Benefits		
Insurance Benefits	50,000	
Gratuity	5,280	
C) Total Annual Compensation	449,030	
Note:		
Gratuity is payable as per the provisions of Payment of Gratuity Act, 1972		

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EXHIBIT B

NON-DISCLOSURE, NON-SOLICITATION AND NON-COMPETITION AGREEMENT

This **Non-Disclosure, Non-Solicitation and Non-Competition Agreement** (the “**Agreement**”) is entered on the 6/1/2021 (MM/DD/YYYY) between

H & R BLOCK (INDIA) PRIVATE LIMITED, a company registered under the Companies Act, 1956 having its registered office at 11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India (hereinafter referred to as the “**Company**”, which expression shall, unless it be repugnant to the context or meaning thereof, include its successors and assigns); and **Divya Sabu**, an individual and Indian national residing at **Pereppadan House, Puliyanam P.O., Anagamaly Via, Ernakulam, Kerala - 683572** (hereinafter referred to as the “**Employee**”, which expression shall unless repugnant to the context or meaning thereof, mean and include [his/her] heirs, executors, administrators and permitted assigns).

Each of the Company and the Employee shall be individually referred to as a “**Party**” and collectively referred to as the “**Parties**”.

WHEREAS, the Company and the Employee have entered into an offer letter of even date (the “**Employment Agreement**”). This Agreement forms an integral part of the Employment Agreement.

In consideration for the Employee’s employment with the Company under the Employment Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Employee hereby agrees with the Company as follows:

1. RECOGNITION OF COMPANY’S RIGHTS; NONDISCLOSURE

- a) The Employee understands that the Company possesses Confidential Information (defined below), which the Company agrees to disclose to the Employee in exchange for the Employee’s covenants under this Agreement.
- b) At all times, during the Employee’s employment with the Company and at all times thereafter, the Employee agrees that he/she shall:
 - (i) hold in strictest confidence and shall not in any manner, disclose, use, lecture upon, or publish any of the Company’s Confidential Information, except as such disclosure, use, or publication may be required in connection with the Employee’s work for the Company;

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- (ii) not disclose to any third party, or use for the Employee's own benefit or for the benefit of any third party, any Confidential Information unless such disclosure or use is specifically permitted in writing by the Company;
 - (iii) at all times keep confidential all Confidential Information;
 - (iv) use the Confidential Information only for the purpose of, and to the extent as is strictly necessary for, fulfilling the Employee's duties under the terms of employment with the Company;
 - (v) not make or permit/authorize the making of any press release/other public statement/disclosure concerning Confidential Information without the prior written consent of the Company;
 - (vi) not make copies or reproduce in any manner any of the Confidential Information unless specifically authorized by the Company;
 - (vii) not remove, take out or send by e-mail or in any other manner any of the Confidential Information from the Company premises unless specifically authorized by the Company;
 - (viii) with respect to third party Confidential Information that the Company is bound by agreement to maintain the confidentiality of, the Employee will not use such Confidential Information for the benefit of anyone other than the Company or such third party, or in any manner inconsistent with any agreement between the Company and such third party of which the Employee is made aware;
 - (ix) disclose Confidential Information only to those personnel of the Company, who have a need to know it and who have permission from the Company to receive it; and
 - (x) take special care in public places (e.g., restaurants, airplanes, elevators) to ensure that even casual conversation or inadvertent displays of written material do not lead to the disclosure of any Confidential Information.
- c) For the purpose of this Agreement, "**Confidential Information**" means all information that is considered by the Company and/or its parent, subsidiary, affiliate companies or their clients/customers to be of a confidential nature and includes, but is not limited to:
- (i) information relating or applicable to the business of the Company, its parent, subsidiary and affiliate companies and/or information relating or

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applicable to the business of the clients/customers of the Company, its parent, subsidiary and/or affiliate companies;

- (ii) any and all technical and non-technical information including patent, copyright, trade secrets and other intellectual property, proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, equipment, algorithms, software programs, software source documents, financial results and forecasts, formulae related to the past, current, future and proposed products and services and includes, without limitation, legal information, contracts and agreements, information concerning research, experimental work, work in-progress, development, design details and specifications, engineering, financial information, proposals, procurement requirements, purchasing manufacturing, customer lists, business forecasts, details of/relating to service providers, sales and merchandising, marketing plans, cost data, profit margins, sales strategies, customer preferences and needs, and employee capabilities;
- (iii) proprietary or confidential information of any third party who may disclose such information to the Company or to the Employee in the course of the Company's business, which the Company is obligated to treat as confidential or proprietary;
- (iv) any confidential or proprietary information which is circulated within the Company via its internal electronic mail system, intranet or otherwise; and
- (v) such other information, in tangible or intangible form, which might, fairly be considered to be of a confidential nature and which may be furnished by the Company to the Employee during the term of this Agreement, or otherwise disclosed by the Company, whether directly or indirectly, to the Employee in connection with this Agreement, regardless of whether marked as "confidential," "restricted" or other similar designation and whether or not such information is oral, written, printed, contained on computer disc or otherwise represented.

2. THIRD PARTY INFORMATION

The Employee understands, in addition, that the Company may from time-to-time receive from third parties, confidential or proprietary information ("**Third Party Information**") subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of the Employee's employment and at all times thereafter, the Employee shall hold Third Party Information in the strictest confidence and shall not disclose (to anyone other than the Company's personnel who need to know such information in connection with their work for the

Company) or use, except in connection with the Employee's work for the Company, Third Party Information unless expressly authorized by the Company in writing.

3. PRESUMPTION OF BREACH

In the event of the possession, access and/or use of the Confidential Information by any other third party with whom the Employee may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this Agreement by the Employee.

4. ASSIGNMENT OF INVENTIONS

- a) The Employee hereby grants, assigns and transfers to the Company by way of a deed of assignment annexed hereto as Exhibit I to this Agreement, and agrees to grant, assign and transfer in future, by way of specific deeds of assignment in a format substantially similar to Exhibit I, all right, title, and interest in and to any and all Work Product (defined below) (and all proprietary rights with respect thereto), whether or not patentable or registerable under copyright or similar statutes, that is made or conceived or reduced to practice or learnt by the Employee, either alone or jointly with others, during the period of the Employee's employment with the Company.
- b) The Employee shall execute documents and perform other acts at the Company's request from time-to-time during the Employee's employment with the Company and at all times thereafter to establish or preserve the Company's ownership of the Work Product. "**Work Product**" means all materials, inventions and forms of work made, conceived or reduced to practice or learnt by the Employee, either alone or jointly with others, during the period of the Employee's employment with the Company, along with the intellectual property therein including: (a) patents, patent applications, patent disclosures and inventions (whether patentable or not); (b) trademarks, service marks, trade dress, trade names, logos, corporate names, internet domain names, and registrations and applications for the registration thereof together with all of the goodwill associated therewith; (c) copyrights and copyrightable works (including mask works) and registrations and applications thereof; (d) computer software programs (including source code and object code), data, databases and documentation thereof; (e) trade secrets and other confidential information (including ideas, formulae, improvements, know-how, techniques, research and development, specifications, drawings, flowcharts, programmer notes, designs, design rights, developments, plans, business plans, pricing data, customer data, proposals, technical data, financial and marketing plans, and customer and supplier lists and information); (f) waivable or assignable rights of publicity, waivable or assignable moral rights and all other forms of intellectual property; and (g) copies and tangible embodiments thereof (in whatever form or medium).



- c) The Employee agrees to assign all right, title and interest in and to any particular Work Product or invention to a third party, including, without limitation, any governmental entity, as may be directed by the Company.
- d) The Employee acknowledges and agrees that the Company is not obligated to commercialize any Work Product, and that the Employee shall not independently commercialize any Work Product.
- e) The Employee hereby waives and agrees to waive in the future any moral rights that the Employee possesses or may possess in any Work Product or proprietary rights therein.

5. ENFORCEMENT OF PROPRIETARY RIGHTS

- a) The Employee shall assist the Company in every proper way to obtain and from time-to-time enforce the proprietary rights relating to the Work Product in any and all countries. To that end the Employee shall execute, verify, and deliver such documents and perform such other acts (including appearances as a witness) as the Company may reasonably request for use in applying for, obtaining, perfecting, evidencing, sustaining, and enforcing such proprietary rights and the assignment thereof. In addition, the Employee shall execute, verify, and deliver assignments of such proprietary rights to the Company or its designee. The Employee's obligation to assist the Company with respect to proprietary rights relating to such Work Product in any and all countries shall continue beyond the termination of the Employee's employment, but the Company shall compensate the Employee at a reasonable rate after the Employee's termination, for the time actually spent by the Employee at the Company's request on such assistance.
- b) In the event the Company is unable for any reason, after reasonable effort, to secure the Employee's signature on any document needed in connection with the actions specified in the preceding paragraph, the Employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as the Employee's agent and attorney in fact and in law, to act for and in the Employee's behalf to execute, verify, and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraph thereon with the same legal force and effect as if executed by the Employee. The Employee hereby waives all right to any and all claims, of any nature whatsoever, that the Employee now or may hereafter have for infringement of any proprietary rights assigned hereunder to the Company.

6. OTHER ACTIVITIES, FULL-TIME EMPLOYMENT

H & R BLOCK (INDIA) PRIVATE LIMITED

CIN: U72900KL2006PTC061897

Registered office address: Module No. 211 N & 211 S, 11th Floor,

Yamuna Building, SEZ Unit, Technopark Phase III, Kulathoor PO, Trivandrum – 695583

Phone No: 0471 – 4151550 e-mail id: info.hrbindia@hrblock.com. Website: www.hrblock.com

- a) During the term of this Agreement and for a period of twelve (12) months after termination of this Agreement, the Employee shall not:
- (i) act as an agent for, or as an officer, employee or other representative of, or render services that may be construed to be the same, substantially similar or identical, or compete, or prepare to compete, directly or indirectly, with the services rendered hereunder to the Company or any of the Company's competitors or prospective competitors, nor shall the Employee engage in any other activities that conflict with the Employee's obligations to the Company;
 - (ii) directly or indirectly, individually or on behalf of any other person, firm, partnership, corporation or other business entity, solicit, induce, hire or encourage or cause others to solicit, induce, hire or encourage any employee or independent contractor of the Company to terminate or breach an employment, contractual or other relationship with the Company or solicit the employment services of any former employee of the Company whose employment has been terminated for less than six (6) months; and/or
 - (iii) individually or on behalf of any other person, firm, partnership, corporation or business entity of any type, solicit, contact, call upon, communicate with, or attempt to communicate with, any customer of the Company.
- b) Upon termination of this Agreement, the Employee shall not access the Company's computer systems, download files or any information from the Company's computer systems or in any way interfere, disrupt, modify or change any computer program used by the Company or any data stored on the Company's computer systems.
- c) During the term of this Agreement or at any time thereafter, the Employee shall not disparage the Company, any of its products or practices, or defame any of its partners, officers, agents or representatives, either orally or in writing, at any time.
- d) During the term of this Agreement, the Employee shall not undertake any employment or enter into any other type of association anywhere else, even on a part-time basis, whether for any consideration or not.
- e) Contravention of this Section shall be deemed as voluntary termination by the Employee without the required notice having been given to the Company, and the Company shall not be liable for payment of any compensation or benefits to the Employee from the date of termination.

7. OBLIGATION TO KEEP COMPANY INFORMED

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The Employee shall promptly disclose to the Company fully and in writing all Work Product (and the intellectual property rights created in the Work Product) authored, conceived or reduced to practice by the Employee, alone or jointly with others, during the period of the Employee's employment with the Company and for a period of twelve (12) months thereafter. In addition, the Employee shall disclose all applications such as patent, copyright and design applications, filed by the Employee for the ownership of the intellectual property rights in the Work Product, during one (1) year after termination of the Employee's employment with the Company.

8. THIRD PARTY AGREEMENTS AND RIGHTS

The Employee represents that the Employee is not bound by the terms of any agreement with any previous employer or other party which shall restrict in any way the Employee's performance of any job duties. The Employee represents to the Company that the Employee's execution of this Agreement, employment with the Company and the performance of duties for the Company, shall not violate any obligations that the Employee may have to any previous employer or other party. In the Employee's work for the Company, the Employee shall not disclose or make use of any information in violation of any agreements with or rights of any previous employer or other party, and shall not bring to the premises of the Company any copies or other tangible embodiments of non-public information belonging to or obtained from any such previous employment or other party, unless expressly permitted in writing by the Company and by the Employee's previous employer.

9. RETURN OF THE COMPANY'S DOCUMENTS

When the Employee leaves the employment of the Company, the Employee shall promptly deliver to the Company all drawings, notes, memoranda, specifications, devices, formulae, and documents, together with all copies thereof, and any other material containing or disclosing any of the Company's Work Product, Third Party Information, or all proprietary information and Confidential Information of the Company. The Employee shall destroy or delete permanently all intangible materials that disclose or relate to any Confidential Information. The Employee shall subsequently notify the Company in writing that the identified Confidential Information was all that was in the Employee's possession, and that all such information was either returned or destroyed permanently, as the case may be. The Employee further agrees that any property situated on the Company's premises and owned by the Company, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or without notice. Prior to leaving, the Employee shall cooperate with the Company in completing and signing the Company's termination statement for technical and management personnel.

10. CONSEQUENCES OF BREACH

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The Employee is aware and acknowledges the fact that any breach by the Employee of any of the terms contained in this Agreement would cause the Company to suffer a grave loss and would prejudicially affect the business and interests of the Company. The Employee recognizes and agrees that in the event of such a breach and/or apprehended breach, the Company shall be entitled to recover from the Employee and the Employee shall be bound and liable to make good to the Company, all the losses, damages, costs, charges and expenses, including attorney fees and court costs as may be certified by the Company's auditors as having been incurred due to the breach and for the purpose of and/or in connection with, or resulting from any civil and/or criminal proceedings initiated and/or proposed to be initiated by the Company on account of such breach or apprehended breach. The Employee agrees that the Company shall be entitled to set off, at its sole discretion, the whole or any part of such amount against any amounts due to him/her and/or entitlements of the Employee on account of the Employee's employment with the Company. This remedy shall be in addition to other remedies available to the Company under law.

11. LEGAL AND EQUITABLE REMEDIES

As the Employee's services are personal and unique and because the Employee may have access to and become acquainted with the Confidential Information of the Company, and because any breach of the covenants made under this Agreement would be likely to result in irreparable damage to the Company for which remedies at law would likely be inadequate, the Company shall have the right to enforce this Agreement and any of its provisions by injunction, specific performance, or other equitable relief, without bond and without prejudice to any other rights and remedies that the Company may have for a breach of this Agreement.

12. AUTHORIZATION TO NOTIFY NEW EMPLOYER

The Employee hereby authorizes the Company to notify the Employee's new employer about his/her rights and obligations under this Agreement following the termination of his/her employment with the Company.

13. MISCELLANEOUS

- a) This Agreement in its entirety shall survive the termination of the Employee's employment with the Company under the Employment Agreement.
- b) This Agreement shall be governed by and construed in accordance with the laws of India and only the courts at Trivandrum shall have the exclusive jurisdiction in all matters arising hereunder this Agreement.
- c) The Company, at its discretion, may alter, replace or annul any of the terms of this



Agreement, should circumstances so warrant, either as a result of statute or otherwise.

- d) If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable: (i) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision; and (ii) the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.
- e) The waiver of a term or provision of this Agreement shall not be effective unless such waiver is in writing signed by a duly authorized representative of the Company. No waiver by the Company of, or consent by the Company to, a breach by you, shall constitute a waiver of, consent to or excuse of any other or subsequent breach by you.

IN WITNESS WHEREOF, the Parties hereto have executed two (2) copies of this Agreement and each Party holds one (1) copy thereof.

For H & R Block (India) Private Limited
HARI PRASAD K
MANAGING DIRECTOR

Name of the Employee & Sign



**EXHIBIT I
DEED OF ASSIGNMENT**

This **Deed of Assignment** is made and entered into on the 6/1/2021 between:

Divya Sabu an individual and Indian national residing at Pereppadan House, Puliyanam P.O., Anagamaly Via, Ernakulam, Kerala - 683572 (hereinafter referred to as the “**Assignor**”, which expression shall unless repugnant to the context or meaning thereof, mean and include [his/her] heirs, executors, administrators and permitted assigns); and

H & R BLOCK (INDIA) PRIVATE LIMITED, a company registered under the Companies Act, 1956 having its registered office at 11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India (hereinafter referred to as the “**Assignee**”, which expression shall unless it be repugnant to the context or meaning thereof include its successors and assigns).

WHEREAS

- A. The Assignor is the proprietor in India (or applicable territory) of the intellectual property rights as set out in the Schedule attached hereto (hereinafter referred to as “**IP Rights**”).
- A. The Assignor has agreed to assign the IP Rights to the Assignee for consideration hereinafter appearing.

NOW THIS DEED OF ASSIGNMENT WITNESSETH that in pursuance of the Agreement, and for a consideration of INR100 (Indian Rupees One Hundred) paid by the Assignee, the receipt and sufficiency of which the Assignor hereby acknowledges, the Assignor hereby assigns the IP Rights together with the goodwill associated, worldwide to the Assignee in perpetuity to hold the same unto the Assignee, its successors and assigns absolutely.

The Assignor hereby waives any right to and agrees that it shall not raise any objection or claims with respect to the ownership of the IP Rights, under the provisions of the laws applicable in India. In addition, without any prejudice to the generality of the rights to be assigned to the Assignee under the offer letter between the Assignor and the Assignee dated 6/1/2021 (the “**Agreement**”) and this Deed of Assignment, the Assignee shall have the right to reassign its rights in the IP Rights in any manner that the Assignee may desire. It is further agreed between the parties that the assignment under this Deed of Assignment shall not lapse nor the rights transferred therein revert to the Assignor, even if the Assignee does not exercise the rights under this Deed of Assignment within a period of one (1) year from the date of execution of this Deed of Assignment or the Agreement.

[The following page is the execution page]

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IN WITNESS WHEREOF, the Parties hereto have executed two (2) copies of this Deed of Assignment and each Party holds one (1) copy thereof.

A handwritten signature in blue ink, appearing to read 'Hari', with a horizontal line underneath it.

For H & R Block (India) Private Limited
HARI PRASAD K
MANAGING DIRECTOR

Name of the Employee & Sign



SCHEDULE

IP RIGHTS

The IP Rights include:

- (i) patents, patent applications, patent disclosures and inventions (whether patentable or not);
- (i) trademarks, service marks, trade dress, trade names, logos, corporate names, internet domain names, and registrations and applications for the registration thereof together with all of the goodwill associated therewith;
- (ii) copyrights and copyrightable works (including mask works) and registrations and applications thereof;
- (iii) computer software programs (including Code, Source Code and Object Code), data, databases and documentation thereof;
- (iv) trade secrets and other confidential information (including ideas, formulae, improvements, know-how, techniques, research and development, specifications, drawings, flowcharts, pricing data, customer data, programmer notes, designs, design rights, developments, plans, business plans, proposals, data, financial and marketing plans and customer and supplier lists and information);
- (v) rights in all discoveries, ideas, inventions, concepts, developments, works of authorship, materials, writings, processes, specifications, technology, and other creations, whether or not patentable, that are conceived, created, or otherwise developed by the Assignor (either alone or with others) or result from or are suggested by any work performed by you (either alone or with others) during the period of the Assignor's employment and/or engagement by the Assignee;
- (vi) waivable or assignable rights of publicity, waivable or assignable moral rights and any and all other forms of intellectual property; and
- (vii) copies and tangible embodiments thereof (in whatever form or medium).

For the purposes of this Deed of Assignment, the following terms shall have the following meaning:

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- (i) **“Patents”** means all patents and patent applications, together with all reissues, divisions, re-examinations, renewals, extensions, provisionals, continuations and continuations-in-part thereof, and equivalent or similar rights anywhere in the world.
- (i) **“Code”** means computer programming code (including microcode, as applicable).
- (ii) **“Object Code”** means Code substantially in binary form. Object Code is directly executable by a computer after processing, but without compilation or assembly.
- (iii) **“Source Code”** means Code other than Object Code, and includes Code that may be displayed in a form readable and understandable by a programmer of ordinary skill, as well as any enhancements, corrections and documentation related thereto. Source Code includes related Source Code-level system documentation, comments, and procedural Code, such as job control language.

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Date: 11/4/2020

Strictly Personal & Confidential

Manoja E
Trivandrum , Kerala, India - 695583

Dear Manoja,

Thank you for the keen interest you have shown in H & R Block (India) Private Limited (the “**Company**”). Consequent to your application, interview(s) and personal discussions with the representatives of the Company, we are pleased to offer you the designation of **Associate Software Engineer** at the Trivandrum office of the Company located at 11th Floor, 211N - 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India. Please accept our heartiest congratulations.

Your employment with the Company will be subject to the terms and conditions of this offer letter to be executed between you and the Company (the “**Agreement**”); the Non-Disclosure, Non-Solicitation and Non-Competition Agreement to be executed between you and the Company which is attached to the Agreement as Exhibit B (the “**Covenants Agreement**”); the Code of Business Conduct and Ethics; and the various policies of the Company issued and made effective by the Company from time-to-time.

If at any time during the course of your employment with the Company, you would like to review the policies of the Company as are then applicable to you, please contact the Human Resources representative for the Company. In the event of any conflict in the terms of this Agreement with the policies of the Company or the terms of the Covenants Agreement with the policies of the Company, the terms of the Agreement and/or the Covenants Agreement, as the case may be will prevail.

Your employment with the Company will also be guided by the core values and beliefs of the Company with the objective of facilitating the operations of the Company.

1. Validity of Offer

The offer of employment under this Agreement will be valid for ten days after issuance. If the offer of employment is acceptable to you, please intimate your acceptance of the same by sending an e-mail to hprasad@hrblock.com & manoj.elanjickal@hrblock.com on or before the tenth day and please sign and return the original signed copy of this Agreement and the Covenants Agreement to the Company on or before the Date of Joining (mentioned below).

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2. Date of Joining and Pre-Employment Conditions

If you accept this offer of employment, your employment with the Company will commence on **6/1/2021** [MM/DD/YYYY] or such earlier date as agreed between you and the Company (the “**Date of Joining**”).

Your employment with the Company is subject and conditional upon:

- (a) a pre-employment screening check and background verification, including the receipt of references satisfactory to the Company;
- (b) the verification, to the satisfaction of the Company, of the information that has been provided to the Company during the course of your application/ interview process;

The Company reserves the right to withdraw or terminate your employment/ services immediately without notice if the foregoing conditions are not completed to its satisfaction.

3. Responsibilities and Duties

- (a) You will be a full-time employee of the Company and will be expected to faithfully, sincerely, diligently and efficiently make your best efforts available to the Company, to use your knowledge and skill for the development and growth of the Company to increase the revenue and profitability of the Company, all of which is the fundamental purpose of this Agreement. You will not, during your employment with the Company and without the prior written consent of the Company, directly or indirectly, carry on or be engaged, concerned or interested in any manner whatsoever, in any other employment, business, trade or occupation, either on a part-time or full-time basis, in an honorary capacity or otherwise, either during or after normal business hours.
- (b) You will be required to perform such roles, responsibilities, tasks, assignments and duties as may be notified by the Company from time-to-time, consistent with your designation in the Company.
- (c) The Company expects the highest level of honesty, integrity and efficacy from you in business as well as personal dealings.
- (d) In the course of your employment, the Company expects you to display a high standard of initiative, efficiency and economy.

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4. Remuneration

- (a) Your annual fixed cost to the Company (“Fixed CTC”) will be INR 375000 and will be subject to deduction of applicable taxes at the prevailing rates and deductions towards contribution of any statutory benefits and any other deductions as per the Company’s policies. A detailed Compensation break up is provided in Exhibit A to this Agreement. The components forming part of your CTC, applicable deduction of taxes and contributions of any statutory benefits will be notified by the Company to you from time-to-time. In the event of any amendment to any existing statute or introduction of a new statute, the Company reserves a right to adjust the CTC components within the then existing CTC, to ensure that the payments are made in compliance with such statutes.
- (b) You will be entitled to health insurance, life insurance and personal accident insurance benefits and gratuity as notified by the Company from time-to-time and will be eligible to participate in provident fund, worker welfare fund and employees state insurance contributions, as applicable.
- (c) In accordance with the Company’s policy and applicable law, you may be entitled to rewards and recognition, employee referral incentives, bonus/short term incentives and performance incentives. You will be eligible to participate in a **Short-Term Incentive plan**, with a target payout of **5 %** of your base salary. Any Short-Term Incentive payout, if approved, will be governed by the terms and timing set forth in that plan.
- (d) Please note that information related to your remuneration is confidential between you and the Company and you are expected to keep the same in strict confidence and not disclose this information to any third party, whether within or outside the Company.

5. Place of Work and Transfer

You will initially perform your duties principally at the Trivandrum office of the Company located at **11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India**. The Company has a right to transfer you to any department, branch or establishment under the same management or same principals, whether existing or to be set up in future, in or outside India, temporarily or permanently. In the event of such a transfer or deputation, details of the terms and conditions including modifications, if any, in the CTC, shall be communicated to you at the appropriate time. Notwithstanding anything contained herein, it is hereby clarified that your employment shall be with the Company alone, and you will not have any lien on employment with any affiliate or group company of the Company.

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6. Probation Period

You will be on probation for a period of six (6) months from the Date of Joining or such additional period as may be deemed necessary by the Company in its absolute discretion. Upon successful completion of your probation period, the Company may confirm you as a permanent employee of the Company.

7. Working Days and Hours

- (a) The Company follows a five (5) days working week from Monday to Friday and normal working hours from 8.30 am IST to 6.00 pm IST on these days, inclusive of thirty (30) minutes break time during the day. You will be expected to follow the foregoing working days and hours schedule and will be expected to ensure that you complete a minimum of forty-five (45) hours of work per week.
- (b) Notwithstanding the foregoing, you may be required to work for additional hours on regular working days or may be required to work on weekly holidays or other notified holidays on account of work deliverables and exigencies. The Company will not provide any overtime allowance to you on this account.
- (c) Depending on the nature of work, you may be required to work in shifts as decided and notified to you by the Company from time-to-time. The Company may pay a night shift allowance and/or may offer compensatory leave as per applicable policy, if you are required to work between 9.00 pm IST and 6.00 am IST.

8. Travel

In the course of your employment with the Company, you may be required, from time-to-time, to travel to locations outside your place of posting, within India or abroad, on short notice.

9. Reimbursement of Expenses

Any out-of pocket expenses incurred by you in the course of your employment will be reimbursed to you upon presentation of appropriate documentation provided that these expenses are in compliance with the Company's policies on reimbursement of expenses.

10. Leave

You will be entitled to a total of **32 days** of leave per year, consisting of annual leave, sick leave, and casual leave. You will also be entitled to maternity/paternity leave as appropriate. All leaves will be governed according to the Company's leave policy, as may be applicable from time-to-time. The Company will have the sole discretion to grant or

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not grant leave (except maternity/paternity leave), in a manner that it will not affect the progress of the ongoing projects which the Company is associated with, or for such other reasons as it may deem fit.

11. Holidays

The Company will publish a holiday list for every calendar year. The Company will have a right to change or alter the holiday list at any time during the year at its sole discretion.

12. Termination

- (a) During the probation period in case of any misconduct, including fraud, theft, withholding of information, or unexplained leave of absence for a continuous period of ten (10) days on your part at any time during the employment, the Company may terminate your employment with immediate effect and without notice or payment in lieu of such notice. In all other instances, during the probation period, the Company or you may terminate your employment by giving a prior written notice of thirty (30) days or payment in lieu of such notice.
- (b) The Company may terminate your employment by giving a prior notice of sixty (60) days or payment in lieu of such notice, without assigning any reason whatsoever, at the sole discretion of the Company. You may terminate your employment with the Company by giving a prior notice of sixty (60) days or payment in lieu of such notice. In either instance, if at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company in lieu of the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.
- (c) Upon termination of your employment with the Company, you will be required to complete all exit formalities as per the Company's policies, including execution of a separation and release agreement to enable the Company to process your full and final settlement.

13. Consequences of Termination

Upon termination of this Agreement, you will immediately surrender to the Company all correspondence, specifications, formulae, books, documents, effects, market data, cost data, drawings or records, etc., belonging to the Company or relating to its business and shall not retain or make any copies of these items. The terms of termination are strictly confidential between you and the Company and you will not disclose these terms to any third party, within the Company or outside.

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14. Deductions

You hereby consent to the deductions of any sums owed by you to the Company at any time from your CTC, or any other payment due to the Company by you, in respect of any overpayment of any kind made to you or in respect of any outstanding debt or other sum owed by you to the Company, and you hereby also agree to make a payment to the Company of any sums owed by you to the Company upon demand by the Company at any time.

15. No Violation of Rights of Third Parties

Your performance of all the terms of this Agreement and the Covenants Agreement does not and shall not breach any agreement to keep in confidence, proprietary information, knowledge, or data acquired by you prior to your employment with the Company. Further, you confirm that you are not a party to any other agreement, which may interfere with your full compliance with this Agreement and the Covenants Agreement. You agree not to enter into any agreement, whether written or oral, in conflict with the provisions of this Agreement.

16. Personal Data

You hereby irrevocably and unconditionally provide your consent to the Company to collect, receive, possess, store, deal or handle your sensitive personal data or information, and to disclose or transfer your sensitive personal data or information to any third party for the performance of the Company's obligations under this Agreement or for any other purposes in connection with your employment with the Company. You undertake to execute any further document(s) which the Company may require for the purpose of the foregoing.

17. Retirement

The age of retirement from the Company shall be on attainment of sixty (60) years. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the Date of Joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

18. General

- (a) You will be required to undergo a medical examination as and when directed by the Company and to comply with rules and instructions in such matter.
- (b) You will keep us informed of any change in your residential address, civil or marital

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status and such other matters. If the change in correspondence/residence address is not intimated, any communication sent at the available addresses shall be deemed to have reached you.

- (c) In the event of any laws coming into force at any time affecting any aspect of your terms and conditions of employment, it is hereby expressly agreed that no double benefits shall accrue to you.
- (d) This Agreement shall be governed by and construed in accordance with the laws of India and only the courts at Trivandrum shall have the exclusive jurisdiction in all matters arising hereunder this Agreement.
- (e) The Company, at its discretion, may alter, replace or annul any of the terms of this Agreement, should circumstances so warrant, either as a result of statute or otherwise.
- (f) If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable: (i) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision; and (ii) the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.
- (g) You will not make any claims on the Company or shall not hold the Company responsible for any dues or amounts payable by your previous employer, for any reason whatsoever.
- (h) The waiver of a term or provision of this Agreement shall not be effective unless such waiver is in writing and signed by a duly authorized representative of the Company. No waiver by the Company of, or consent by the Company to, a breach by you, shall constitute a waiver of, consent to or excuse of any other or subsequent breach by you.

19. Documents Required

The following documents are required to be submitted to the Company on the Date of Joining:

- (a) completion certificates/degrees and mark sheets issued by various education institutions as mentioned during the interview process;
- (b) relieving letter/resignation acceptance letter and no-dues certificate/settlement and release letter from most recent employer (if any);

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- (c) seven (7) recent passport size photographs;
- (d) last drawn salary slip;
- (e) self-attested copy of passport;
- (f) self-attested copy of a permanent account number card; and
- (g) self-attested copy of Aadhaar card.

We welcome you to the Company's family and wish you a rewarding career.

Please confirm your acceptance by signing a copy of this Agreement.

Yours sincerely,
For **H & R Block India Private Limited**

HARI PRASAD K
MANAGING DIRECTOR



ACCEPTANCE

I have read and understood all the terms and conditions contained in this Agreement. I acknowledge and agree that this Agreement, the Covenants Agreement and the policies issued and made effective by the Company from time-to-time constitute the entire understanding between the Company and me in relation to my employment with the Company. I understand and agree that any changes in the terms of employment described in this Agreement must be set forth in a written document signed by a duly authorized officer of the Company.

Name: _____
Signature: _____
Place: _____
Date: _____

EXHIBIT A

COMPENSATION BREAK UP

C&B Components	Per Annum	Per Month
Basic salary	132,000	11,000
House rent allowance	99,000	8,250
Mobile and internet reimbursement	-	-
Leave travel concession	66,000	5,500
Food coupon	26,400	2,200
Professional pursuit allowance	-	-
Car maintenance	-	-
Driver reimbursement	-	-
Statutory Bonus @ 8.33%	26,400	2,200
Position Allowance	9,360	780
Special allowance	-	-
Company's contribution to PF	15,840	1,320
A) Total Fixed Compensation	375,000	31,250
Variable pay /Performance based Pay:	18,750	
B) Total Annualised Compensation	393,750	
Other Estimated Benefits		
Insurance Benefits	50,000	
Gratuity	5,280	
C) Total Annual Compensation	449,030	
Note:		
Gratuity is payable as per the provisions of Payment of Gratuity Act, 1972		



EXHIBIT B

NON-DISCLOSURE, NON-SOLICITATION AND NON-COMPETITION AGREEMENT

This **Non-Disclosure, Non-Solicitation and Non-Competition Agreement** (the “**Agreement**”) is entered on the 6/1/2021 (MM/DD/YYYY) between

H & R BLOCK (INDIA) PRIVATE LIMITED, a company registered under the Companies Act, 1956 having its registered office at 11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India (hereinafter referred to as the “**Company**”, which expression shall, unless it be repugnant to the context or meaning thereof, include its successors and assigns); and **Manoja E**, an individual and Indian national residing at **Trivandrum , Kerala, India - 695583** (hereinafter referred to as the “**Employee**”, which expression shall unless repugnant to the context or meaning thereof, mean and include [his/her] heirs, executors, administrators and permitted assigns).

Each of the Company and the Employee shall be individually referred to as a “**Party**” and collectively referred to as the “**Parties**”.

WHEREAS, the Company and the Employee have entered into an offer letter of even date (the “**Employment Agreement**”). This Agreement forms an integral part of the Employment Agreement.

In consideration for the Employee’s employment with the Company under the Employment Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Employee hereby agrees with the Company as follows:

1. RECOGNITION OF COMPANY’S RIGHTS; NONDISCLOSURE

- a) The Employee understands that the Company possesses Confidential Information (defined below), which the Company agrees to disclose to the Employee in exchange for the Employee’s covenants under this Agreement.
- b) At all times, during the Employee’s employment with the Company and at all times thereafter, the Employee agrees that he/she shall:
 - (i) hold in strictest confidence and shall not in any manner, disclose, use, lecture upon, or publish any of the Company’s Confidential Information, except as such disclosure, use, or publication may be required in connection with the Employee’s work for the Company;

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CIN: U72900KL2006PTC061897

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- (ii) not disclose to any third party, or use for the Employee's own benefit or for the benefit of any third party, any Confidential Information unless such disclosure or use is specifically permitted in writing by the Company;
 - (iii) at all times keep confidential all Confidential Information;
 - (iv) use the Confidential Information only for the purpose of, and to the extent as is strictly necessary for, fulfilling the Employee's duties under the terms of employment with the Company;
 - (v) not make or permit/authorize the making of any press release/other public statement/disclosure concerning Confidential Information without the prior written consent of the Company;
 - (vi) not make copies or reproduce in any manner any of the Confidential Information unless specifically authorized by the Company;
 - (vii) not remove, take out or send by e-mail or in any other manner any of the Confidential Information from the Company premises unless specifically authorized by the Company;
 - (viii) with respect to third party Confidential Information that the Company is bound by agreement to maintain the confidentiality of, the Employee will not use such Confidential Information for the benefit of anyone other than the Company or such third party, or in any manner inconsistent with any agreement between the Company and such third party of which the Employee is made aware;
 - (ix) disclose Confidential Information only to those personnel of the Company, who have a need to know it and who have permission from the Company to receive it; and
 - (x) take special care in public places (e.g., restaurants, airplanes, elevators) to ensure that even casual conversation or inadvertent displays of written material do not lead to the disclosure of any Confidential Information.
- c) For the purpose of this Agreement, "**Confidential Information**" means all information that is considered by the Company and/or its parent, subsidiary, affiliate companies or their clients/customers to be of a confidential nature and includes, but is not limited to:
- (i) information relating or applicable to the business of the Company, its parent, subsidiary and affiliate companies and/or information relating or

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applicable to the business of the clients/customers of the Company, its parent, subsidiary and/or affiliate companies;

- (ii) any and all technical and non-technical information including patent, copyright, trade secrets and other intellectual property, proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, equipment, algorithms, software programs, software source documents, financial results and forecasts, formulae related to the past, current, future and proposed products and services and includes, without limitation, legal information, contracts and agreements, information concerning research, experimental work, work in-progress, development, design details and specifications, engineering, financial information, proposals, procurement requirements, purchasing manufacturing, customer lists, business forecasts, details of/relating to service providers, sales and merchandising, marketing plans, cost data, profit margins, sales strategies, customer preferences and needs, and employee capabilities;
- (iii) proprietary or confidential information of any third party who may disclose such information to the Company or to the Employee in the course of the Company's business, which the Company is obligated to treat as confidential or proprietary;
- (iv) any confidential or proprietary information which is circulated within the Company via its internal electronic mail system, intranet or otherwise; and
- (v) such other information, in tangible or intangible form, which might, fairly be considered to be of a confidential nature and which may be furnished by the Company to the Employee during the term of this Agreement, or otherwise disclosed by the Company, whether directly or indirectly, to the Employee in connection with this Agreement, regardless of whether marked as "confidential," "restricted" or other similar designation and whether or not such information is oral, written, printed, contained on computer disc or otherwise represented.

2. THIRD PARTY INFORMATION

The Employee understands, in addition, that the Company may from time-to-time receive from third parties, confidential or proprietary information ("**Third Party Information**") subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of the Employee's employment and at all times thereafter, the Employee shall hold Third Party Information in the strictest confidence and shall not disclose (to anyone other than the Company's personnel who need to know such information in connection with their work for the

Company) or use, except in connection with the Employee's work for the Company, Third Party Information unless expressly authorized by the Company in writing.

3. PRESUMPTION OF BREACH

In the event of the possession, access and/or use of the Confidential Information by any other third party with whom the Employee may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this Agreement by the Employee.

4. ASSIGNMENT OF INVENTIONS

- a) The Employee hereby grants, assigns and transfers to the Company by way of a deed of assignment annexed hereto as Exhibit I to this Agreement, and agrees to grant, assign and transfer in future, by way of specific deeds of assignment in a format substantially similar to Exhibit I, all right, title, and interest in and to any and all Work Product (defined below) (and all proprietary rights with respect thereto), whether or not patentable or registerable under copyright or similar statutes, that is made or conceived or reduced to practice or learnt by the Employee, either alone or jointly with others, during the period of the Employee's employment with the Company.
- b) The Employee shall execute documents and perform other acts at the Company's request from time-to-time during the Employee's employment with the Company and at all times thereafter to establish or preserve the Company's ownership of the Work Product. "**Work Product**" means all materials, inventions and forms of work made, conceived or reduced to practice or learnt by the Employee, either alone or jointly with others, during the period of the Employee's employment with the Company, along with the intellectual property therein including: (a) patents, patent applications, patent disclosures and inventions (whether patentable or not); (b) trademarks, service marks, trade dress, trade names, logos, corporate names, internet domain names, and registrations and applications for the registration thereof together with all of the goodwill associated therewith; (c) copyrights and copyrightable works (including mask works) and registrations and applications thereof; (d) computer software programs (including source code and object code), data, databases and documentation thereof; (e) trade secrets and other confidential information (including ideas, formulae, improvements, know-how, techniques, research and development, specifications, drawings, flowcharts, programmer notes, designs, design rights, developments, plans, business plans, pricing data, customer data, proposals, technical data, financial and marketing plans, and customer and supplier lists and information); (f) waivable or assignable rights of publicity, waivable or assignable moral rights and all other forms of intellectual property; and (g) copies and tangible embodiments thereof (in whatever form or medium).



- c) The Employee agrees to assign all right, title and interest in and to any particular Work Product or invention to a third party, including, without limitation, any governmental entity, as may be directed by the Company.
- d) The Employee acknowledges and agrees that the Company is not obligated to commercialize any Work Product, and that the Employee shall not independently commercialize any Work Product.
- e) The Employee hereby waives and agrees to waive in the future any moral rights that the Employee possesses or may possess in any Work Product or proprietary rights therein.

5. ENFORCEMENT OF PROPRIETARY RIGHTS

- a) The Employee shall assist the Company in every proper way to obtain and from time-to-time enforce the proprietary rights relating to the Work Product in any and all countries. To that end the Employee shall execute, verify, and deliver such documents and perform such other acts (including appearances as a witness) as the Company may reasonably request for use in applying for, obtaining, perfecting, evidencing, sustaining, and enforcing such proprietary rights and the assignment thereof. In addition, the Employee shall execute, verify, and deliver assignments of such proprietary rights to the Company or its designee. The Employee's obligation to assist the Company with respect to proprietary rights relating to such Work Product in any and all countries shall continue beyond the termination of the Employee's employment, but the Company shall compensate the Employee at a reasonable rate after the Employee's termination, for the time actually spent by the Employee at the Company's request on such assistance.
- b) In the event the Company is unable for any reason, after reasonable effort, to secure the Employee's signature on any document needed in connection with the actions specified in the preceding paragraph, the Employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as the Employee's agent and attorney in fact and in law, to act for and in the Employee's behalf to execute, verify, and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraph thereon with the same legal force and effect as if executed by the Employee. The Employee hereby waives all right to any and all claims, of any nature whatsoever, that the Employee now or may hereafter have for infringement of any proprietary rights assigned hereunder to the Company.

6. OTHER ACTIVITIES, FULL-TIME EMPLOYMENT

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- a) During the term of this Agreement and for a period of twelve (12) months after termination of this Agreement, the Employee shall not:
- (i) act as an agent for, or as an officer, employee or other representative of, or render services that may be construed to be the same, substantially similar or identical, or compete, or prepare to compete, directly or indirectly, with the services rendered hereunder to the Company or any of the Company's competitors or prospective competitors, nor shall the Employee engage in any other activities that conflict with the Employee's obligations to the Company;
 - (ii) directly or indirectly, individually or on behalf of any other person, firm, partnership, corporation or other business entity, solicit, induce, hire or encourage or cause others to solicit, induce, hire or encourage any employee or independent contractor of the Company to terminate or breach an employment, contractual or other relationship with the Company or solicit the employment services of any former employee of the Company whose employment has been terminated for less than six (6) months; and/or
 - (iii) individually or on behalf of any other person, firm, partnership, corporation or business entity of any type, solicit, contact, call upon, communicate with, or attempt to communicate with, any customer of the Company.
- b) Upon termination of this Agreement, the Employee shall not access the Company's computer systems, download files or any information from the Company's computer systems or in any way interfere, disrupt, modify or change any computer program used by the Company or any data stored on the Company's computer systems.
- c) During the term of this Agreement or at any time thereafter, the Employee shall not disparage the Company, any of its products or practices, or defame any of its partners, officers, agents or representatives, either orally or in writing, at any time.
- d) During the term of this Agreement, the Employee shall not undertake any employment or enter into any other type of association anywhere else, even on a part-time basis, whether for any consideration or not.
- e) Contravention of this Section shall be deemed as voluntary termination by the Employee without the required notice having been given to the Company, and the Company shall not be liable for payment of any compensation or benefits to the Employee from the date of termination.

7. OBLIGATION TO KEEP COMPANY INFORMED

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The Employee shall promptly disclose to the Company fully and in writing all Work Product (and the intellectual property rights created in the Work Product) authored, conceived or reduced to practice by the Employee, alone or jointly with others, during the period of the Employee's employment with the Company and for a period of twelve (12) months thereafter. In addition, the Employee shall disclose all applications such as patent, copyright and design applications, filed by the Employee for the ownership of the intellectual property rights in the Work Product, during one (1) year after termination of the Employee's employment with the Company.

8. THIRD PARTY AGREEMENTS AND RIGHTS

The Employee represents that the Employee is not bound by the terms of any agreement with any previous employer or other party which shall restrict in any way the Employee's performance of any job duties. The Employee represents to the Company that the Employee's execution of this Agreement, employment with the Company and the performance of duties for the Company, shall not violate any obligations that the Employee may have to any previous employer or other party. In the Employee's work for the Company, the Employee shall not disclose or make use of any information in violation of any agreements with or rights of any previous employer or other party, and shall not bring to the premises of the Company any copies or other tangible embodiments of non-public information belonging to or obtained from any such previous employment or other party, unless expressly permitted in writing by the Company and by the Employee's previous employer.

9. RETURN OF THE COMPANY'S DOCUMENTS

When the Employee leaves the employment of the Company, the Employee shall promptly deliver to the Company all drawings, notes, memoranda, specifications, devices, formulae, and documents, together with all copies thereof, and any other material containing or disclosing any of the Company's Work Product, Third Party Information, or all proprietary information and Confidential Information of the Company. The Employee shall destroy or delete permanently all intangible materials that disclose or relate to any Confidential Information. The Employee shall subsequently notify the Company in writing that the identified Confidential Information was all that was in the Employee's possession, and that all such information was either returned or destroyed permanently, as the case may be. The Employee further agrees that any property situated on the Company's premises and owned by the Company, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or without notice. Prior to leaving, the Employee shall cooperate with the Company in completing and signing the Company's termination statement for technical and management personnel.

10. CONSEQUENCES OF BREACH

The Employee is aware and acknowledges the fact that any breach by the Employee of any of the terms contained in this Agreement would cause the Company to suffer a grave loss and would prejudicially affect the business and interests of the Company. The Employee recognizes and agrees that in the event of such a breach and/or apprehended breach, the Company shall be entitled to recover from the Employee and the Employee shall be bound and liable to make good to the Company, all the losses, damages, costs, charges and expenses, including attorney fees and court costs as may be certified by the Company's auditors as having been incurred due to the breach and for the purpose of and/or in connection with, or resulting from any civil and/or criminal proceedings initiated and/or proposed to be initiated by the Company on account of such breach or apprehended breach. The Employee agrees that the Company shall be entitled to set off, at its sole discretion, the whole or any part of such amount against any amounts due to him/her and/or entitlements of the Employee on account of the Employee's employment with the Company. This remedy shall be in addition to other remedies available to the Company under law.

11. LEGAL AND EQUITABLE REMEDIES

As the Employee's services are personal and unique and because the Employee may have access to and become acquainted with the Confidential Information of the Company, and because any breach of the covenants made under this Agreement would be likely to result in irreparable damage to the Company for which remedies at law would likely be inadequate, the Company shall have the right to enforce this Agreement and any of its provisions by injunction, specific performance, or other equitable relief, without bond and without prejudice to any other rights and remedies that the Company may have for a breach of this Agreement.

12. AUTHORIZATION TO NOTIFY NEW EMPLOYER

The Employee hereby authorizes the Company to notify the Employee's new employer about his/her rights and obligations under this Agreement following the termination of his/her employment with the Company.

13. MISCELLANEOUS

- a) This Agreement in its entirety shall survive the termination of the Employee's employment with the Company under the Employment Agreement.
- b) This Agreement shall be governed by and construed in accordance with the laws of India and only the courts at Trivandrum shall have the exclusive jurisdiction in all matters arising hereunder this Agreement.
- c) The Company, at its discretion, may alter, replace or annul any of the terms of this



Agreement, should circumstances so warrant, either as a result of statute or otherwise.

- d) If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable: (i) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision; and (ii) the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.
- e) The waiver of a term or provision of this Agreement shall not be effective unless such waiver is in writing signed by a duly authorized representative of the Company. No waiver by the Company of, or consent by the Company to, a breach by you, shall constitute a waiver of, consent to or excuse of any other or subsequent breach by you.

IN WITNESS WHEREOF, the Parties hereto have executed two (2) copies of this Agreement and each Party holds one (1) copy thereof.

For H & R Block (India) Private Limited
HARI PRASAD K
MANAGING DIRECTOR

Name of the Employee & Sign



**EXHIBIT I
DEED OF ASSIGNMENT**

This **Deed of Assignment** is made and entered into on the 6/1/2021 between:

Manoja E an individual and Indian national residing at Trivandrum , Kerala, India - 695583 (hereinafter referred to as the “**Assignor**”, which expression shall unless repugnant to the context or meaning thereof, mean and include [his/her] heirs, executors, administrators and permitted assigns); and

H & R BLOCK (INDIA) PRIVATE LIMITED, a company registered under the Companies Act, 1956 having its registered office at 11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India (hereinafter referred to as the “**Assignee**”, which expression shall unless it be repugnant to the context or meaning thereof include its successors and assigns).

WHEREAS

- A. The Assignor is the proprietor in India (or applicable territory) of the intellectual property rights as set out in the Schedule attached hereto (hereinafter referred to as “**IP Rights**”).
- A. The Assignor has agreed to assign the IP Rights to the Assignee for consideration hereinafter appearing.

NOW THIS DEED OF ASSIGNMENT WITNESSETH that in pursuance of the Agreement, and for a consideration of INR100 (Indian Rupees One Hundred) paid by the Assignee, the receipt and sufficiency of which the Assignor hereby acknowledges, the Assignor hereby assigns the IP Rights together with the goodwill associated, worldwide to the Assignee in perpetuity to hold the same unto the Assignee, its successors and assigns absolutely.

The Assignor hereby waives any right to and agrees that it shall not raise any objection or claims with respect to the ownership of the IP Rights, under the provisions of the laws applicable in India. In addition, without any prejudice to the generality of the rights to be assigned to the Assignee under the offer letter between the Assignor and the Assignee dated 6/1/2021 (the “**Agreement**”) and this Deed of Assignment, the Assignee shall have the right to reassign its rights in the IP Rights in any manner that the Assignee may desire. It is further agreed between the parties that the assignment under this Deed of Assignment shall not lapse nor the rights transferred therein revert to the Assignor, even if the Assignee does not exercise the rights under this Deed of Assignment within a period of one (1) year from the date of execution of this Deed of Assignment or the Agreement.

[The following page is the execution page]

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IN WITNESS WHEREOF, the Parties hereto have executed two (2) copies of this Deed of Assignment and each Party holds one (1) copy thereof.

For H & R Block (India) Private Limited
HARI PRASAD K
MANAGING DIRECTOR

Name of the Employee & Sign



SCHEDULE

IP RIGHTS

The IP Rights include:

- (i) patents, patent applications, patent disclosures and inventions (whether patentable or not);
- (i) trademarks, service marks, trade dress, trade names, logos, corporate names, internet domain names, and registrations and applications for the registration thereof together with all of the goodwill associated therewith;
- (ii) copyrights and copyrightable works (including mask works) and registrations and applications thereof;
- (iii) computer software programs (including Code, Source Code and Object Code), data, databases and documentation thereof;
- (iv) trade secrets and other confidential information (including ideas, formulae, improvements, know-how, techniques, research and development, specifications, drawings, flowcharts, pricing data, customer data, programmer notes, designs, design rights, developments, plans, business plans, proposals, data, financial and marketing plans and customer and supplier lists and information);
- (v) rights in all discoveries, ideas, inventions, concepts, developments, works of authorship, materials, writings, processes, specifications, technology, and other creations, whether or not patentable, that are conceived, created, or otherwise developed by the Assignor (either alone or with others) or result from or are suggested by any work performed by you (either alone or with others) during the period of the Assignor's employment and/or engagement by the Assignee;
- (vi) waivable or assignable rights of publicity, waivable or assignable moral rights and any and all other forms of intellectual property; and
- (vii) copies and tangible embodiments thereof (in whatever form or medium).

For the purposes of this Deed of Assignment, the following terms shall have the following meaning:

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- (i) **“Patents”** means all patents and patent applications, together with all reissues, divisions, re-examinations, renewals, extensions, provisionals, continuations and continuations-in-part thereof, and equivalent or similar rights anywhere in the world.
- (i) **“Code”** means computer programming code (including microcode, as applicable).
- (ii) **“Object Code”** means Code substantially in binary form. Object Code is directly executable by a computer after processing, but without compilation or assembly.
- (iii) **“Source Code”** means Code other than Object Code, and includes Code that may be displayed in a form readable and understandable by a programmer of ordinary skill, as well as any enhancements, corrections and documentation related thereto. Source Code includes related Source Code-level system documentation, comments, and procedural Code, such as job control language.

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Date: 11/4/2020

Strictly Personal & Confidential

Neethu Sunil
Trivandrum , Kerala, India - 695583

Dear Neethu,

Thank you for the keen interest you have shown in H & R Block (India) Private Limited (the “**Company**”). Consequent to your application, interview(s) and personal discussions with the representatives of the Company, we are pleased to offer you the designation of **Associate Software Engineer** at the Trivandrum office of the Company located at 11th Floor, 211N - 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India. Please accept our heartiest congratulations.

Your employment with the Company will be subject to the terms and conditions of this offer letter to be executed between you and the Company (the “**Agreement**”); the Non-Disclosure, Non-Solicitation and Non-Competition Agreement to be executed between you and the Company which is attached to the Agreement as Exhibit B (the “**Covenants Agreement**”); the Code of Business Conduct and Ethics; and the various policies of the Company issued and made effective by the Company from time-to-time.

If at any time during the course of your employment with the Company, you would like to review the policies of the Company as are then applicable to you, please contact the Human Resources representative for the Company. In the event of any conflict in the terms of this Agreement with the policies of the Company or the terms of the Covenants Agreement with the policies of the Company, the terms of the Agreement and/or the Covenants Agreement, as the case may be will prevail.

Your employment with the Company will also be guided by the core values and beliefs of the Company with the objective of facilitating the operations of the Company.

1. Validity of Offer

The offer of employment under this Agreement will be valid for ten days after issuance. If the offer of employment is acceptable to you, please intimate your acceptance of the same by sending an e-mail to hprasad@hrblock.com & manoj.elanjickal@hrblock.com on or before the tenth day and please sign and return the original signed copy of this Agreement and the Covenants Agreement to the Company on or before the Date of Joining (mentioned below).

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2. Date of Joining and Pre-Employment Conditions

If you accept this offer of employment, your employment with the Company will commence on **6/1/2021** [MM/DD/YYYY] or such earlier date as agreed between you and the Company (the “**Date of Joining**”).

Your employment with the Company is subject and conditional upon:

- (a) a pre-employment screening check and background verification, including the receipt of references satisfactory to the Company;
- (b) the verification, to the satisfaction of the Company, of the information that has been provided to the Company during the course of your application/ interview process;

The Company reserves the right to withdraw or terminate your employment/ services immediately without notice if the foregoing conditions are not completed to its satisfaction.

3. Responsibilities and Duties

- (a) You will be a full-time employee of the Company and will be expected to faithfully, sincerely, diligently and efficiently make your best efforts available to the Company, to use your knowledge and skill for the development and growth of the Company to increase the revenue and profitability of the Company, all of which is the fundamental purpose of this Agreement. You will not, during your employment with the Company and without the prior written consent of the Company, directly or indirectly, carry on or be engaged, concerned or interested in any manner whatsoever, in any other employment, business, trade or occupation, either on a part-time or full-time basis, in an honorary capacity or otherwise, either during or after normal business hours.
- (b) You will be required to perform such roles, responsibilities, tasks, assignments and duties as may be notified by the Company from time-to-time, consistent with your designation in the Company.
- (c) The Company expects the highest level of honesty, integrity and efficacy from you in business as well as personal dealings.
- (d) In the course of your employment, the Company expects you to display a high standard of initiative, efficiency and economy.

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Yamuna Building, SEZ Unit, Technopark Phase III, Kulathoor PO, Trivandrum – 695583

Phone No: 0471 – 4151550 e-mail id: info.hrbindia@hrblock.com. Website: www.hrblock.com



4. Remuneration

- (a) Your annual fixed cost to the Company (“Fixed CTC”) will be INR 375000 and will be subject to deduction of applicable taxes at the prevailing rates and deductions towards contribution of any statutory benefits and any other deductions as per the Company’s policies. A detailed Compensation break up is provided in Exhibit A to this Agreement. The components forming part of your CTC, applicable deduction of taxes and contributions of any statutory benefits will be notified by the Company to you from time-to-time. In the event of any amendment to any existing statute or introduction of a new statute, the Company reserves a right to adjust the CTC components within the then existing CTC, to ensure that the payments are made in compliance with such statutes.
- (b) You will be entitled to health insurance, life insurance and personal accident insurance benefits and gratuity as notified by the Company from time-to-time and will be eligible to participate in provident fund, worker welfare fund and employees state insurance contributions, as applicable.
- (c) In accordance with the Company’s policy and applicable law, you may be entitled to rewards and recognition, employee referral incentives, bonus/short term incentives and performance incentives. You will be eligible to participate in a **Short-Term Incentive plan**, with a target payout of **5 %** of your base salary. Any Short-Term Incentive payout, if approved, will be governed by the terms and timing set forth in that plan.
- (d) Please note that information related to your remuneration is confidential between you and the Company and you are expected to keep the same in strict confidence and not disclose this information to any third party, whether within or outside the Company.

5. Place of Work and Transfer

You will initially perform your duties principally at the Trivandrum office of the Company located at **11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India**. The Company has a right to transfer you to any department, branch or establishment under the same management or same principals, whether existing or to be set up in future, in or outside India, temporarily or permanently. In the event of such a transfer or deputation, details of the terms and conditions including modifications, if any, in the CTC, shall be communicated to you at the appropriate time. Notwithstanding anything contained herein, it is hereby clarified that your employment shall be with the Company alone, and you will not have any lien on employment with any affiliate or group company of the Company.

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6. Probation Period

You will be on probation for a period of six (6) months from the Date of Joining or such additional period as may be deemed necessary by the Company in its absolute discretion. Upon successful completion of your probation period, the Company may confirm you as a permanent employee of the Company.

7. Working Days and Hours

- (a) The Company follows a five (5) days working week from Monday to Friday and normal working hours from 8.30 am IST to 6.00 pm IST on these days, inclusive of thirty (30) minutes break time during the day. You will be expected to follow the foregoing working days and hours schedule and will be expected to ensure that you complete a minimum of forty-five (45) hours of work per week.
- (b) Notwithstanding the foregoing, you may be required to work for additional hours on regular working days or may be required to work on weekly holidays or other notified holidays on account of work deliverables and exigencies. The Company will not provide any overtime allowance to you on this account.
- (c) Depending on the nature of work, you may be required to work in shifts as decided and notified to you by the Company from time-to-time. The Company may pay a night shift allowance and/or may offer compensatory leave as per applicable policy, if you are required to work between 9.00 pm IST and 6.00 am IST.

8. Travel

In the course of your employment with the Company, you may be required, from time-to-time, to travel to locations outside your place of posting, within India or abroad, on short notice.

9. Reimbursement of Expenses

Any out-of pocket expenses incurred by you in the course of your employment will be reimbursed to you upon presentation of appropriate documentation provided that these expenses are in compliance with the Company's policies on reimbursement of expenses.

10. Leave

You will be entitled to a total of **32 days** of leave per year, consisting of annual leave, sick leave, and casual leave. You will also be entitled to maternity/paternity leave as appropriate. All leaves will be governed according to the Company's leave policy, as may be applicable from time-to-time. The Company will have the sole discretion to grant or

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not grant leave (except maternity/paternity leave), in a manner that it will not affect the progress of the ongoing projects which the Company is associated with, or for such other reasons as it may deem fit.

11. Holidays

The Company will publish a holiday list for every calendar year. The Company will have a right to change or alter the holiday list at any time during the year at its sole discretion.

12. Termination

- (a) During the probation period in case of any misconduct, including fraud, theft, withholding of information, or unexplained leave of absence for a continuous period of ten (10) days on your part at any time during the employment, the Company may terminate your employment with immediate effect and without notice or payment in lieu of such notice. In all other instances, during the probation period, the Company or you may terminate your employment by giving a prior written notice of thirty (30) days or payment in lieu of such notice.
- (b) The Company may terminate your employment by giving a prior notice of sixty (60) days or payment in lieu of such notice, without assigning any reason whatsoever, at the sole discretion of the Company. You may terminate your employment with the Company by giving a prior notice of sixty (60) days or payment in lieu of such notice. In either instance, if at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company in lieu of the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.
- (c) Upon termination of your employment with the Company, you will be required to complete all exit formalities as per the Company's policies, including execution of a separation and release agreement to enable the Company to process your full and final settlement.

13. Consequences of Termination

Upon termination of this Agreement, you will immediately surrender to the Company all correspondence, specifications, formulae, books, documents, effects, market data, cost data, drawings or records, etc., belonging to the Company or relating to its business and shall not retain or make any copies of these items. The terms of termination are strictly confidential between you and the Company and you will not disclose these terms to any third party, within the Company or outside.

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14. Deductions

You hereby consent to the deductions of any sums owed by you to the Company at any time from your CTC, or any other payment due to the Company by you, in respect of any overpayment of any kind made to you or in respect of any outstanding debt or other sum owed by you to the Company, and you hereby also agree to make a payment to the Company of any sums owed by you to the Company upon demand by the Company at any time.

15. No Violation of Rights of Third Parties

Your performance of all the terms of this Agreement and the Covenants Agreement does not and shall not breach any agreement to keep in confidence, proprietary information, knowledge, or data acquired by you prior to your employment with the Company. Further, you confirm that you are not a party to any other agreement, which may interfere with your full compliance with this Agreement and the Covenants Agreement. You agree not to enter into any agreement, whether written or oral, in conflict with the provisions of this Agreement.

16. Personal Data

You hereby irrevocably and unconditionally provide your consent to the Company to collect, receive, possess, store, deal or handle your sensitive personal data or information, and to disclose or transfer your sensitive personal data or information to any third party for the performance of the Company's obligations under this Agreement or for any other purposes in connection with your employment with the Company. You undertake to execute any further document(s) which the Company may require for the purpose of the foregoing.

17. Retirement

The age of retirement from the Company shall be on attainment of sixty (60) years. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the Date of Joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

18. General

- (a) You will be required to undergo a medical examination as and when directed by the Company and to comply with rules and instructions in such matter.
- (b) You will keep us informed of any change in your residential address, civil or marital

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status and such other matters. If the change in correspondence/residence address is not intimated, any communication sent at the available addresses shall be deemed to have reached you.

- (c) In the event of any laws coming into force at any time affecting any aspect of your terms and conditions of employment, it is hereby expressly agreed that no double benefits shall accrue to you.
- (d) This Agreement shall be governed by and construed in accordance with the laws of India and only the courts at Trivandrum shall have the exclusive jurisdiction in all matters arising hereunder this Agreement.
- (e) The Company, at its discretion, may alter, replace or annul any of the terms of this Agreement, should circumstances so warrant, either as a result of statute or otherwise.
- (f) If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable: (i) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision; and (ii) the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.
- (g) You will not make any claims on the Company or shall not hold the Company responsible for any dues or amounts payable by your previous employer, for any reason whatsoever.
- (h) The waiver of a term or provision of this Agreement shall not be effective unless such waiver is in writing and signed by a duly authorized representative of the Company. No waiver by the Company of, or consent by the Company to, a breach by you, shall constitute a waiver of, consent to or excuse of any other or subsequent breach by you.

19. Documents Required

The following documents are required to be submitted to the Company on the Date of Joining:

- (a) completion certificates/degrees and mark sheets issued by various education institutions as mentioned during the interview process;
- (b) relieving letter/resignation acceptance letter and no-dues certificate/settlement and release letter from most recent employer (if any);

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- (c) seven (7) recent passport size photographs;
- (d) last drawn salary slip;
- (e) self-attested copy of passport;
- (f) self-attested copy of a permanent account number card; and
- (g) self-attested copy of Aadhaar card.

We welcome you to the Company's family and wish you a rewarding career.

Please confirm your acceptance by signing a copy of this Agreement.

Yours sincerely,
For **H & R Block India Private Limited**

HARI PRASAD K
MANAGING DIRECTOR



ACCEPTANCE

I have read and understood all the terms and conditions contained in this Agreement. I acknowledge and agree that this Agreement, the Covenants Agreement and the policies issued and made effective by the Company from time-to-time constitute the entire understanding between the Company and me in relation to my employment with the Company. I understand and agree that any changes in the terms of employment described in this Agreement must be set forth in a written document signed by a duly authorized officer of the Company.

Name: _____
Signature: _____
Place: _____
Date: _____

EXHIBIT A

COMPENSATION BREAK UP

C&B Components	Per Annum	Per Month
Basic salary	132,000	11,000
House rent allowance	99,000	8,250
Mobile and internet reimbursement	-	-
Leave travel concession	66,000	5,500
Food coupon	26,400	2,200
Professional pursuit allowance	-	-
Car maintenance	-	-
Driver reimbursement	-	-
Statutory Bonus @ 8.33%	26,400	2,200
Position Allowance	9,360	780
Special allowance	-	-
Company's contribution to PF	15,840	1,320
A) Total Fixed Compensation	375,000	31,250
Variable pay /Performance based Pay:	18,750	
B) Total Annualised Compensation	393,750	
Other Estimated Benefits		
Insurance Benefits	50,000	
Gratuity	5,280	
C) Total Annual Compensation	449,030	
Note:		
Gratuity is payable as per the provisions of Payment of Gratuity Act, 1972		



EXHIBIT B

NON-DISCLOSURE, NON-SOLICITATION AND NON-COMPETITION AGREEMENT

This **Non-Disclosure, Non-Solicitation and Non-Competition Agreement** (the “**Agreement**”) is entered on the 6/1/2021 (MM/DD/YYYY) between

H & R BLOCK (INDIA) PRIVATE LIMITED, a company registered under the Companies Act, 1956 having its registered office at 11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India (hereinafter referred to as the “**Company**”, which expression shall, unless it be repugnant to the context or meaning thereof, include its successors and assigns); and **Neethu Sunil**, an individual and Indian national residing at **Trivandrum , Kerala, India - 695583** (hereinafter referred to as the “**Employee**”, which expression shall unless repugnant to the context or meaning thereof, mean and include [his/her] heirs, executors, administrators and permitted assigns).

Each of the Company and the Employee shall be individually referred to as a “**Party**” and collectively referred to as the “**Parties**”.

WHEREAS, the Company and the Employee have entered into an offer letter of even date (the “**Employment Agreement**”). This Agreement forms an integral part of the Employment Agreement.

In consideration for the Employee’s employment with the Company under the Employment Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Employee hereby agrees with the Company as follows:

1. RECOGNITION OF COMPANY’S RIGHTS; NONDISCLOSURE

- a) The Employee understands that the Company possesses Confidential Information (defined below), which the Company agrees to disclose to the Employee in exchange for the Employee’s covenants under this Agreement.
- b) At all times, during the Employee’s employment with the Company and at all times thereafter, the Employee agrees that he/she shall:
 - (i) hold in strictest confidence and shall not in any manner, disclose, use, lecture upon, or publish any of the Company’s Confidential Information, except as such disclosure, use, or publication may be required in connection with the Employee’s work for the Company;

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- (ii) not disclose to any third party, or use for the Employee's own benefit or for the benefit of any third party, any Confidential Information unless such disclosure or use is specifically permitted in writing by the Company;
 - (iii) at all times keep confidential all Confidential Information;
 - (iv) use the Confidential Information only for the purpose of, and to the extent as is strictly necessary for, fulfilling the Employee's duties under the terms of employment with the Company;
 - (v) not make or permit/authorize the making of any press release/other public statement/disclosure concerning Confidential Information without the prior written consent of the Company;
 - (vi) not make copies or reproduce in any manner any of the Confidential Information unless specifically authorized by the Company;
 - (vii) not remove, take out or send by e-mail or in any other manner any of the Confidential Information from the Company premises unless specifically authorized by the Company;
 - (viii) with respect to third party Confidential Information that the Company is bound by agreement to maintain the confidentiality of, the Employee will not use such Confidential Information for the benefit of anyone other than the Company or such third party, or in any manner inconsistent with any agreement between the Company and such third party of which the Employee is made aware;
 - (ix) disclose Confidential Information only to those personnel of the Company, who have a need to know it and who have permission from the Company to receive it; and
 - (x) take special care in public places (e.g., restaurants, airplanes, elevators) to ensure that even casual conversation or inadvertent displays of written material do not lead to the disclosure of any Confidential Information.
- c) For the purpose of this Agreement, "**Confidential Information**" means all information that is considered by the Company and/or its parent, subsidiary, affiliate companies or their clients/customers to be of a confidential nature and includes, but is not limited to:
- (i) information relating or applicable to the business of the Company, its parent, subsidiary and affiliate companies and/or information relating or

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applicable to the business of the clients/customers of the Company, its parent, subsidiary and/or affiliate companies;

- (ii) any and all technical and non-technical information including patent, copyright, trade secrets and other intellectual property, proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, equipment, algorithms, software programs, software source documents, financial results and forecasts, formulae related to the past, current, future and proposed products and services and includes, without limitation, legal information, contracts and agreements, information concerning research, experimental work, work in-progress, development, design details and specifications, engineering, financial information, proposals, procurement requirements, purchasing manufacturing, customer lists, business forecasts, details of/relating to service providers, sales and merchandising, marketing plans, cost data, profit margins, sales strategies, customer preferences and needs, and employee capabilities;
- (iii) proprietary or confidential information of any third party who may disclose such information to the Company or to the Employee in the course of the Company's business, which the Company is obligated to treat as confidential or proprietary;
- (iv) any confidential or proprietary information which is circulated within the Company via its internal electronic mail system, intranet or otherwise; and
- (v) such other information, in tangible or intangible form, which might, fairly be considered to be of a confidential nature and which may be furnished by the Company to the Employee during the term of this Agreement, or otherwise disclosed by the Company, whether directly or indirectly, to the Employee in connection with this Agreement, regardless of whether marked as "confidential," "restricted" or other similar designation and whether or not such information is oral, written, printed, contained on computer disc or otherwise represented.

2. THIRD PARTY INFORMATION

The Employee understands, in addition, that the Company may from time-to-time receive from third parties, confidential or proprietary information ("**Third Party Information**") subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of the Employee's employment and at all times thereafter, the Employee shall hold Third Party Information in the strictest confidence and shall not disclose (to anyone other than the Company's personnel who need to know such information in connection with their work for the

Company) or use, except in connection with the Employee's work for the Company, Third Party Information unless expressly authorized by the Company in writing.

3. PRESUMPTION OF BREACH

In the event of the possession, access and/or use of the Confidential Information by any other third party with whom the Employee may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this Agreement by the Employee.

4. ASSIGNMENT OF INVENTIONS

- a) The Employee hereby grants, assigns and transfers to the Company by way of a deed of assignment annexed hereto as Exhibit I to this Agreement, and agrees to grant, assign and transfer in future, by way of specific deeds of assignment in a format substantially similar to Exhibit I, all right, title, and interest in and to any and all Work Product (defined below) (and all proprietary rights with respect thereto), whether or not patentable or registerable under copyright or similar statutes, that is made or conceived or reduced to practice or learnt by the Employee, either alone or jointly with others, during the period of the Employee's employment with the Company.
- b) The Employee shall execute documents and perform other acts at the Company's request from time-to-time during the Employee's employment with the Company and at all times thereafter to establish or preserve the Company's ownership of the Work Product. "**Work Product**" means all materials, inventions and forms of work made, conceived or reduced to practice or learnt by the Employee, either alone or jointly with others, during the period of the Employee's employment with the Company, along with the intellectual property therein including: (a) patents, patent applications, patent disclosures and inventions (whether patentable or not); (b) trademarks, service marks, trade dress, trade names, logos, corporate names, internet domain names, and registrations and applications for the registration thereof together with all of the goodwill associated therewith; (c) copyrights and copyrightable works (including mask works) and registrations and applications thereof; (d) computer software programs (including source code and object code), data, databases and documentation thereof; (e) trade secrets and other confidential information (including ideas, formulae, improvements, know-how, techniques, research and development, specifications, drawings, flowcharts, programmer notes, designs, design rights, developments, plans, business plans, pricing data, customer data, proposals, technical data, financial and marketing plans, and customer and supplier lists and information); (f) waivable or assignable rights of publicity, waivable or assignable moral rights and all other forms of intellectual property; and (g) copies and tangible embodiments thereof (in whatever form or medium).



- c) The Employee agrees to assign all right, title and interest in and to any particular Work Product or invention to a third party, including, without limitation, any governmental entity, as may be directed by the Company.
- d) The Employee acknowledges and agrees that the Company is not obligated to commercialize any Work Product, and that the Employee shall not independently commercialize any Work Product.
- e) The Employee hereby waives and agrees to waive in the future any moral rights that the Employee possesses or may possess in any Work Product or proprietary rights therein.

5. ENFORCEMENT OF PROPRIETARY RIGHTS

- a) The Employee shall assist the Company in every proper way to obtain and from time-to-time enforce the proprietary rights relating to the Work Product in any and all countries. To that end the Employee shall execute, verify, and deliver such documents and perform such other acts (including appearances as a witness) as the Company may reasonably request for use in applying for, obtaining, perfecting, evidencing, sustaining, and enforcing such proprietary rights and the assignment thereof. In addition, the Employee shall execute, verify, and deliver assignments of such proprietary rights to the Company or its designee. The Employee's obligation to assist the Company with respect to proprietary rights relating to such Work Product in any and all countries shall continue beyond the termination of the Employee's employment, but the Company shall compensate the Employee at a reasonable rate after the Employee's termination, for the time actually spent by the Employee at the Company's request on such assistance.
- b) In the event the Company is unable for any reason, after reasonable effort, to secure the Employee's signature on any document needed in connection with the actions specified in the preceding paragraph, the Employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as the Employee's agent and attorney in fact and in law, to act for and in the Employee's behalf to execute, verify, and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraph thereon with the same legal force and effect as if executed by the Employee. The Employee hereby waives all right to any and all claims, of any nature whatsoever, that the Employee now or may hereafter have for infringement of any proprietary rights assigned hereunder to the Company.

6. OTHER ACTIVITIES, FULL-TIME EMPLOYMENT

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- a) During the term of this Agreement and for a period of twelve (12) months after termination of this Agreement, the Employee shall not:
- (i) act as an agent for, or as an officer, employee or other representative of, or render services that may be construed to be the same, substantially similar or identical, or compete, or prepare to compete, directly or indirectly, with the services rendered hereunder to the Company or any of the Company's competitors or prospective competitors, nor shall the Employee engage in any other activities that conflict with the Employee's obligations to the Company;
 - (ii) directly or indirectly, individually or on behalf of any other person, firm, partnership, corporation or other business entity, solicit, induce, hire or encourage or cause others to solicit, induce, hire or encourage any employee or independent contractor of the Company to terminate or breach an employment, contractual or other relationship with the Company or solicit the employment services of any former employee of the Company whose employment has been terminated for less than six (6) months; and/or
 - (iii) individually or on behalf of any other person, firm, partnership, corporation or business entity of any type, solicit, contact, call upon, communicate with, or attempt to communicate with, any customer of the Company.
- b) Upon termination of this Agreement, the Employee shall not access the Company's computer systems, download files or any information from the Company's computer systems or in any way interfere, disrupt, modify or change any computer program used by the Company or any data stored on the Company's computer systems.
- c) During the term of this Agreement or at any time thereafter, the Employee shall not disparage the Company, any of its products or practices, or defame any of its partners, officers, agents or representatives, either orally or in writing, at any time.
- d) During the term of this Agreement, the Employee shall not undertake any employment or enter into any other type of association anywhere else, even on a part-time basis, whether for any consideration or not.
- e) Contravention of this Section shall be deemed as voluntary termination by the Employee without the required notice having been given to the Company, and the Company shall not be liable for payment of any compensation or benefits to the Employee from the date of termination.

7. OBLIGATION TO KEEP COMPANY INFORMED

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The Employee shall promptly disclose to the Company fully and in writing all Work Product (and the intellectual property rights created in the Work Product) authored, conceived or reduced to practice by the Employee, alone or jointly with others, during the period of the Employee's employment with the Company and for a period of twelve (12) months thereafter. In addition, the Employee shall disclose all applications such as patent, copyright and design applications, filed by the Employee for the ownership of the intellectual property rights in the Work Product, during one (1) year after termination of the Employee's employment with the Company.

8. THIRD PARTY AGREEMENTS AND RIGHTS

The Employee represents that the Employee is not bound by the terms of any agreement with any previous employer or other party which shall restrict in any way the Employee's performance of any job duties. The Employee represents to the Company that the Employee's execution of this Agreement, employment with the Company and the performance of duties for the Company, shall not violate any obligations that the Employee may have to any previous employer or other party. In the Employee's work for the Company, the Employee shall not disclose or make use of any information in violation of any agreements with or rights of any previous employer or other party, and shall not bring to the premises of the Company any copies or other tangible embodiments of non-public information belonging to or obtained from any such previous employment or other party, unless expressly permitted in writing by the Company and by the Employee's previous employer.

9. RETURN OF THE COMPANY'S DOCUMENTS

When the Employee leaves the employment of the Company, the Employee shall promptly deliver to the Company all drawings, notes, memoranda, specifications, devices, formulae, and documents, together with all copies thereof, and any other material containing or disclosing any of the Company's Work Product, Third Party Information, or all proprietary information and Confidential Information of the Company. The Employee shall destroy or delete permanently all intangible materials that disclose or relate to any Confidential Information. The Employee shall subsequently notify the Company in writing that the identified Confidential Information was all that was in the Employee's possession, and that all such information was either returned or destroyed permanently, as the case may be. The Employee further agrees that any property situated on the Company's premises and owned by the Company, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or without notice. Prior to leaving, the Employee shall cooperate with the Company in completing and signing the Company's termination statement for technical and management personnel.

10. CONSEQUENCES OF BREACH

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The Employee is aware and acknowledges the fact that any breach by the Employee of any of the terms contained in this Agreement would cause the Company to suffer a grave loss and would prejudicially affect the business and interests of the Company. The Employee recognizes and agrees that in the event of such a breach and/or apprehended breach, the Company shall be entitled to recover from the Employee and the Employee shall be bound and liable to make good to the Company, all the losses, damages, costs, charges and expenses, including attorney fees and court costs as may be certified by the Company's auditors as having been incurred due to the breach and for the purpose of and/or in connection with, or resulting from any civil and/or criminal proceedings initiated and/or proposed to be initiated by the Company on account of such breach or apprehended breach. The Employee agrees that the Company shall be entitled to set off, at its sole discretion, the whole or any part of such amount against any amounts due to him/her and/or entitlements of the Employee on account of the Employee's employment with the Company. This remedy shall be in addition to other remedies available to the Company under law.

11. LEGAL AND EQUITABLE REMEDIES

As the Employee's services are personal and unique and because the Employee may have access to and become acquainted with the Confidential Information of the Company, and because any breach of the covenants made under this Agreement would be likely to result in irreparable damage to the Company for which remedies at law would likely be inadequate, the Company shall have the right to enforce this Agreement and any of its provisions by injunction, specific performance, or other equitable relief, without bond and without prejudice to any other rights and remedies that the Company may have for a breach of this Agreement.

12. AUTHORIZATION TO NOTIFY NEW EMPLOYER

The Employee hereby authorizes the Company to notify the Employee's new employer about his/her rights and obligations under this Agreement following the termination of his/her employment with the Company.

13. MISCELLANEOUS

- a) This Agreement in its entirety shall survive the termination of the Employee's employment with the Company under the Employment Agreement.
- b) This Agreement shall be governed by and construed in accordance with the laws of India and only the courts at Trivandrum shall have the exclusive jurisdiction in all matters arising hereunder this Agreement.
- c) The Company, at its discretion, may alter, replace or annul any of the terms of this



Agreement, should circumstances so warrant, either as a result of statute or otherwise.

- d) If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable: (i) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision; and (ii) the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.
- e) The waiver of a term or provision of this Agreement shall not be effective unless such waiver is in writing signed by a duly authorized representative of the Company. No waiver by the Company of, or consent by the Company to, a breach by you, shall constitute a waiver of, consent to or excuse of any other or subsequent breach by you.

IN WITNESS WHEREOF, the Parties hereto have executed two (2) copies of this Agreement and each Party holds one (1) copy thereof.

For H & R Block (India) Private Limited
HARI PRASAD K
MANAGING DIRECTOR

Name of the Employee & Sign



**EXHIBIT I
DEED OF ASSIGNMENT**

This **Deed of Assignment** is made and entered into on the 6/1/2021 between:

Neethu Sunil an individual and Indian national residing at Trivandrum , Kerala, India - 695583 (hereinafter referred to as the “**Assignor**”, which expression shall unless repugnant to the context or meaning thereof, mean and include [his/her] heirs, executors, administrators and permitted assigns); and

H & R BLOCK (INDIA) PRIVATE LIMITED, a company registered under the Companies Act, 1956 having its registered office at 11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India (hereinafter referred to as the “**Assignee**”, which expression shall unless it be repugnant to the context or meaning thereof include its successors and assigns).

WHEREAS

- A. The Assignor is the proprietor in India (or applicable territory) of the intellectual property rights as set out in the Schedule attached hereto (hereinafter referred to as “**IP Rights**”).
- A. The Assignor has agreed to assign the IP Rights to the Assignee for consideration hereinafter appearing.

NOW THIS DEED OF ASSIGNMENT WITNESSETH that in pursuance of the Agreement, and for a consideration of INR100 (Indian Rupees One Hundred) paid by the Assignee, the receipt and sufficiency of which the Assignor hereby acknowledges, the Assignor hereby assigns the IP Rights together with the goodwill associated, worldwide to the Assignee in perpetuity to hold the same unto the Assignee, its successors and assigns absolutely.

The Assignor hereby waives any right to and agrees that it shall not raise any objection or claims with respect to the ownership of the IP Rights, under the provisions of the laws applicable in India. In addition, without any prejudice to the generality of the rights to be assigned to the Assignee under the offer letter between the Assignor and the Assignee dated 6/1/2021 (the “**Agreement**”) and this Deed of Assignment, the Assignee shall have the right to reassign its rights in the IP Rights in any manner that the Assignee may desire. It is further agreed between the parties that the assignment under this Deed of Assignment shall not lapse nor the rights transferred therein revert to the Assignor, even if the Assignee does not exercise the rights under this Deed of Assignment within a period of one (1) year from the date of execution of this Deed of Assignment or the Agreement.

[The following page is the execution page]



IN WITNESS WHEREOF, the Parties hereto have executed two (2) copies of this Deed of Assignment and each Party holds one (1) copy thereof.

For H & R Block (India) Private Limited
HARI PRASAD K
MANAGING DIRECTOR

Name of the Employee & Sign



SCHEDULE

IP RIGHTS

The IP Rights include:

- (i) patents, patent applications, patent disclosures and inventions (whether patentable or not);
- (i) trademarks, service marks, trade dress, trade names, logos, corporate names, internet domain names, and registrations and applications for the registration thereof together with all of the goodwill associated therewith;
- (ii) copyrights and copyrightable works (including mask works) and registrations and applications thereof;
- (iii) computer software programs (including Code, Source Code and Object Code), data, databases and documentation thereof;
- (iv) trade secrets and other confidential information (including ideas, formulae, improvements, know-how, techniques, research and development, specifications, drawings, flowcharts, pricing data, customer data, programmer notes, designs, design rights, developments, plans, business plans, proposals, data, financial and marketing plans and customer and supplier lists and information);
- (v) rights in all discoveries, ideas, inventions, concepts, developments, works of authorship, materials, writings, processes, specifications, technology, and other creations, whether or not patentable, that are conceived, created, or otherwise developed by the Assignor (either alone or with others) or result from or are suggested by any work performed by you (either alone or with others) during the period of the Assignor's employment and/or engagement by the Assignee;
- (vi) waivable or assignable rights of publicity, waivable or assignable moral rights and any and all other forms of intellectual property; and
- (vii) copies and tangible embodiments thereof (in whatever form or medium).

For the purposes of this Deed of Assignment, the following terms shall have the following meaning:

H & R BLOCK (INDIA) PRIVATE LIMITED

CIN: U72900KL2006PTC061897

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Phone No: 0471 – 4151550 e-mail id: info.hrbindia@hrblock.com. Website: www.hrblock.com



- (i) **“Patents”** means all patents and patent applications, together with all reissues, divisions, re-examinations, renewals, extensions, provisionals, continuations and continuations-in-part thereof, and equivalent or similar rights anywhere in the world.
- (i) **“Code”** means computer programming code (including microcode, as applicable).
- (ii) **“Object Code”** means Code substantially in binary form. Object Code is directly executable by a computer after processing, but without compilation or assembly.
- (iii) **“Source Code”** means Code other than Object Code, and includes Code that may be displayed in a form readable and understandable by a programmer of ordinary skill, as well as any enhancements, corrections and documentation related thereto. Source Code includes related Source Code-level system documentation, comments, and procedural Code, such as job control language.

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Date: 11/4/2020

Strictly Personal & Confidential

Rizwana Yasmin Hashim
Trivandrum , Kerala, India - 695583

Dear Rizwana,

Thank you for the keen interest you have shown in H & R Block (India) Private Limited (the “**Company**”). Consequent to your application, interview(s) and personal discussions with the representatives of the Company, we are pleased to offer you the designation of **Associate Software Engineer** at the Trivandrum office of the Company located at 11th Floor, 211N - 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India. Please accept our heartiest congratulations.

Your employment with the Company will be subject to the terms and conditions of this offer letter to be executed between you and the Company (the “**Agreement**”); the Non-Disclosure, Non-Solicitation and Non-Competition Agreement to be executed between you and the Company which is attached to the Agreement as Exhibit B (the “**Covenants Agreement**”); the Code of Business Conduct and Ethics; and the various policies of the Company issued and made effective by the Company from time-to-time.

If at any time during the course of your employment with the Company, you would like to review the policies of the Company as are then applicable to you, please contact the Human Resources representative for the Company. In the event of any conflict in the terms of this Agreement with the policies of the Company or the terms of the Covenants Agreement with the policies of the Company, the terms of the Agreement and/or the Covenants Agreement, as the case may be will prevail.

Your employment with the Company will also be guided by the core values and beliefs of the Company with the objective of facilitating the operations of the Company.

1. Validity of Offer

The offer of employment under this Agreement will be valid for ten days after issuance. If the offer of employment is acceptable to you, please intimate your acceptance of the same by sending an e-mail to hprasad@hrblock.com & manoj.elanjickal@hrblock.com on or before the tenth day and please sign and return the original signed copy of this Agreement and the Covenants Agreement to the Company on or before the Date of Joining (mentioned below).

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2. Date of Joining and Pre-Employment Conditions

If you accept this offer of employment, your employment with the Company will commence on **6/1/2021** [MM/DD/YYYY] or such earlier date as agreed between you and the Company (the “**Date of Joining**”).

Your employment with the Company is subject and conditional upon:

- (a) a pre-employment screening check and background verification, including the receipt of references satisfactory to the Company;
- (b) the verification, to the satisfaction of the Company, of the information that has been provided to the Company during the course of your application/ interview process;

The Company reserves the right to withdraw or terminate your employment/ services immediately without notice if the foregoing conditions are not completed to its satisfaction.

3. Responsibilities and Duties

- (a) You will be a full-time employee of the Company and will be expected to faithfully, sincerely, diligently and efficiently make your best efforts available to the Company, to use your knowledge and skill for the development and growth of the Company to increase the revenue and profitability of the Company, all of which is the fundamental purpose of this Agreement. You will not, during your employment with the Company and without the prior written consent of the Company, directly or indirectly, carry on or be engaged, concerned or interested in any manner whatsoever, in any other employment, business, trade or occupation, either on a part-time or full-time basis, in an honorary capacity or otherwise, either during or after normal business hours.
- (b) You will be required to perform such roles, responsibilities, tasks, assignments and duties as may be notified by the Company from time-to-time, consistent with your designation in the Company.
- (c) The Company expects the highest level of honesty, integrity and efficacy from you in business as well as personal dealings.
- (d) In the course of your employment, the Company expects you to display a high standard of initiative, efficiency and economy.

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4. Remuneration

- (a) Your annual fixed cost to the Company (“Fixed CTC”) will be INR 375000 and will be subject to deduction of applicable taxes at the prevailing rates and deductions towards contribution of any statutory benefits and any other deductions as per the Company’s policies. A detailed Compensation break up is provided in Exhibit A to this Agreement. The components forming part of your CTC, applicable deduction of taxes and contributions of any statutory benefits will be notified by the Company to you from time-to-time. In the event of any amendment to any existing statute or introduction of a new statute, the Company reserves a right to adjust the CTC components within the then existing CTC, to ensure that the payments are made in compliance with such statutes.
- (b) You will be entitled to health insurance, life insurance and personal accident insurance benefits and gratuity as notified by the Company from time-to-time and will be eligible to participate in provident fund, worker welfare fund and employees state insurance contributions, as applicable.
- (c) In accordance with the Company’s policy and applicable law, you may be entitled to rewards and recognition, employee referral incentives, bonus/short term incentives and performance incentives. You will be eligible to participate in a **Short-Term Incentive plan**, with a target payout of **5 %** of your base salary. Any Short-Term Incentive payout, if approved, will be governed by the terms and timing set forth in that plan.
- (d) Please note that information related to your remuneration is confidential between you and the Company and you are expected to keep the same in strict confidence and not disclose this information to any third party, whether within or outside the Company.

5. Place of Work and Transfer

You will initially perform your duties principally at the Trivandrum office of the Company located at **11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India**. The Company has a right to transfer you to any department, branch or establishment under the same management or same principals, whether existing or to be set up in future, in or outside India, temporarily or permanently. In the event of such a transfer or deputation, details of the terms and conditions including modifications, if any, in the CTC, shall be communicated to you at the appropriate time. Notwithstanding anything contained herein, it is hereby clarified that your employment shall be with the Company alone, and you will not have any lien on employment with any affiliate or group company of the Company.

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6. Probation Period

You will be on probation for a period of six (6) months from the Date of Joining or such additional period as may be deemed necessary by the Company in its absolute discretion. Upon successful completion of your probation period, the Company may confirm you as a permanent employee of the Company.

7. Working Days and Hours

- (a) The Company follows a five (5) days working week from Monday to Friday and normal working hours from 8.30 am IST to 6.00 pm IST on these days, inclusive of thirty (30) minutes break time during the day. You will be expected to follow the foregoing working days and hours schedule and will be expected to ensure that you complete a minimum of forty-five (45) hours of work per week.
- (b) Notwithstanding the foregoing, you may be required to work for additional hours on regular working days or may be required to work on weekly holidays or other notified holidays on account of work deliverables and exigencies. The Company will not provide any overtime allowance to you on this account.
- (c) Depending on the nature of work, you may be required to work in shifts as decided and notified to you by the Company from time-to-time. The Company may pay a night shift allowance and/or may offer compensatory leave as per applicable policy, if you are required to work between 9.00 pm IST and 6.00 am IST.

8. Travel

In the course of your employment with the Company, you may be required, from time-to-time, to travel to locations outside your place of posting, within India or abroad, on short notice.

9. Reimbursement of Expenses

Any out-of-pocket expenses incurred by you in the course of your employment will be reimbursed to you upon presentation of appropriate documentation provided that these expenses are in compliance with the Company's policies on reimbursement of expenses.

10. Leave

You will be entitled to a total of **32 days** of leave per year, consisting of annual leave, sick leave, and casual leave. You will also be entitled to maternity/paternity leave as appropriate. All leaves will be governed according to the Company's leave policy, as may be applicable from time-to-time. The Company will have the sole discretion to grant or

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not grant leave (except maternity/paternity leave), in a manner that it will not affect the progress of the ongoing projects which the Company is associated with, or for such other reasons as it may deem fit.

11. Holidays

The Company will publish a holiday list for every calendar year. The Company will have a right to change or alter the holiday list at any time during the year at its sole discretion.

12. Termination

- (a) During the probation period in case of any misconduct, including fraud, theft, withholding of information, or unexplained leave of absence for a continuous period of ten (10) days on your part at any time during the employment, the Company may terminate your employment with immediate effect and without notice or payment in lieu of such notice. In all other instances, during the probation period, the Company or you may terminate your employment by giving a prior written notice of thirty (30) days or payment in lieu of such notice.
- (b) The Company may terminate your employment by giving a prior notice of sixty (60) days or payment in lieu of such notice, without assigning any reason whatsoever, at the sole discretion of the Company. You may terminate your employment with the Company by giving a prior notice of sixty (60) days or payment in lieu of such notice. In either instance, if at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company in lieu of the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.
- (c) Upon termination of your employment with the Company, you will be required to complete all exit formalities as per the Company's policies, including execution of a separation and release agreement to enable the Company to process your full and final settlement.

13. Consequences of Termination

Upon termination of this Agreement, you will immediately surrender to the Company all correspondence, specifications, formulae, books, documents, effects, market data, cost data, drawings or records, etc., belonging to the Company or relating to its business and shall not retain or make any copies of these items. The terms of termination are strictly confidential between you and the Company and you will not disclose these terms to any third party, within the Company or outside.

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14. Deductions

You hereby consent to the deductions of any sums owed by you to the Company at any time from your CTC, or any other payment due to the Company by you, in respect of any overpayment of any kind made to you or in respect of any outstanding debt or other sum owed by you to the Company, and you hereby also agree to make a payment to the Company of any sums owed by you to the Company upon demand by the Company at any time.

15. No Violation of Rights of Third Parties

Your performance of all the terms of this Agreement and the Covenants Agreement does not and shall not breach any agreement to keep in confidence, proprietary information, knowledge, or data acquired by you prior to your employment with the Company. Further, you confirm that you are not a party to any other agreement, which may interfere with your full compliance with this Agreement and the Covenants Agreement. You agree not to enter into any agreement, whether written or oral, in conflict with the provisions of this Agreement.

16. Personal Data

You hereby irrevocably and unconditionally provide your consent to the Company to collect, receive, possess, store, deal or handle your sensitive personal data or information, and to disclose or transfer your sensitive personal data or information to any third party for the performance of the Company's obligations under this Agreement or for any other purposes in connection with your employment with the Company. You undertake to execute any further document(s) which the Company may require for the purpose of the foregoing.

17. Retirement

The age of retirement from the Company shall be on attainment of sixty (60) years. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the Date of Joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

18. General

- (a) You will be required to undergo a medical examination as and when directed by the Company and to comply with rules and instructions in such matter.
- (b) You will keep us informed of any change in your residential address, civil or marital

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status and such other matters. If the change in correspondence/residence address is not intimated, any communication sent at the available addresses shall be deemed to have reached you.

- (c) In the event of any laws coming into force at any time affecting any aspect of your terms and conditions of employment, it is hereby expressly agreed that no double benefits shall accrue to you.
- (d) This Agreement shall be governed by and construed in accordance with the laws of India and only the courts at Trivandrum shall have the exclusive jurisdiction in all matters arising hereunder this Agreement.
- (e) The Company, at its discretion, may alter, replace or annul any of the terms of this Agreement, should circumstances so warrant, either as a result of statute or otherwise.
- (f) If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable: (i) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision; and (ii) the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.
- (g) You will not make any claims on the Company or shall not hold the Company responsible for any dues or amounts payable by your previous employer, for any reason whatsoever.
- (h) The waiver of a term or provision of this Agreement shall not be effective unless such waiver is in writing and signed by a duly authorized representative of the Company. No waiver by the Company of, or consent by the Company to, a breach by you, shall constitute a waiver of, consent to or excuse of any other or subsequent breach by you.

19. Documents Required

The following documents are required to be submitted to the Company on the Date of Joining:

- (a) completion certificates/degrees and mark sheets issued by various education institutions as mentioned during the interview process;
- (b) relieving letter/resignation acceptance letter and no-dues certificate/settlement and release letter from most recent employer (if any);

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- (c) seven (7) recent passport size photographs;
- (d) last drawn salary slip;
- (e) self-attested copy of passport;
- (f) self-attested copy of a permanent account number card; and
- (g) self-attested copy of Aadhaar card.

We welcome you to the Company's family and wish you a rewarding career.

Please confirm your acceptance by signing a copy of this Agreement.

Yours sincerely,
For **H & R Block India Private Limited**

HARI PRASAD K
MANAGING DIRECTOR



ACCEPTANCE

I have read and understood all the terms and conditions contained in this Agreement. I acknowledge and agree that this Agreement, the Covenants Agreement and the policies issued and made effective by the Company from time-to-time constitute the entire understanding between the Company and me in relation to my employment with the Company. I understand and agree that any changes in the terms of employment described in this Agreement must be set forth in a written document signed by a duly authorized officer of the Company.

Name: _____
Signature: _____
Place: _____
Date: _____

EXHIBIT A

COMPENSATION BREAK UP

C&B Components	Per Annum	Per Month
Basic salary	132,000	11,000
House rent allowance	99,000	8,250
Mobile and internet reimbursement	-	-
Leave travel concession	66,000	5,500
Food coupon	26,400	2,200
Professional pursuit allowance	-	-
Car maintenance	-	-
Driver reimbursement	-	-
Statutory Bonus @ 8.33%	26,400	2,200
Position Allowance	9,360	780
Special allowance	-	-
Company's contribution to PF	15,840	1,320
A) Total Fixed Compensation	375,000	31,250
Variable pay /Performance based Pay:	18,750	
B) Total Annualised Compensation	393,750	
Other Estimated Benefits		
Insurance Benefits	50,000	
Gratuity	5,280	
C) Total Annual Compensation	449,030	
Note:		
Gratuity is payable as per the provisions of Payment of Gratuity Act, 1972		



EXHIBIT B

NON-DISCLOSURE, NON-SOLICITATION AND NON-COMPETITION AGREEMENT

This **Non-Disclosure, Non-Solicitation and Non-Competition Agreement** (the “**Agreement**”) is entered on the 6/1/2021 (MM/DD/YYYY) between

H & R BLOCK (INDIA) PRIVATE LIMITED, a company registered under the Companies Act, 1956 having its registered office at 11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India (hereinafter referred to as the “**Company**”, which expression shall, unless it be repugnant to the context or meaning thereof, include its successors and assigns); and **Rizwana Yasmin Hashim**, an individual and Indian national residing at **Trivandrum , Kerala, India - 695583** (hereinafter referred to as the “**Employee**”, which expression shall unless repugnant to the context or meaning thereof, mean and include [his/her] heirs, executors, administrators and permitted assigns).

Each of the Company and the Employee shall be individually referred to as a “**Party**” and collectively referred to as the “**Parties**”.

WHEREAS, the Company and the Employee have entered into an offer letter of even date (the “**Employment Agreement**”). This Agreement forms an integral part of the Employment Agreement.

In consideration for the Employee’s employment with the Company under the Employment Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Employee hereby agrees with the Company as follows:

1. RECOGNITION OF COMPANY’S RIGHTS; NONDISCLOSURE

- a) The Employee understands that the Company possesses Confidential Information (defined below), which the Company agrees to disclose to the Employee in exchange for the Employee’s covenants under this Agreement.
- b) At all times, during the Employee’s employment with the Company and at all times thereafter, the Employee agrees that he/she shall:
 - (i) hold in strictest confidence and shall not in any manner, disclose, use, lecture upon, or publish any of the Company’s Confidential Information, except as such disclosure, use, or publication may be required in connection with the Employee’s work for the Company;

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- (ii) not disclose to any third party, or use for the Employee's own benefit or for the benefit of any third party, any Confidential Information unless such disclosure or use is specifically permitted in writing by the Company;
 - (iii) at all times keep confidential all Confidential Information;
 - (iv) use the Confidential Information only for the purpose of, and to the extent as is strictly necessary for, fulfilling the Employee's duties under the terms of employment with the Company;
 - (v) not make or permit/authorize the making of any press release/other public statement/disclosure concerning Confidential Information without the prior written consent of the Company;
 - (vi) not make copies or reproduce in any manner any of the Confidential Information unless specifically authorized by the Company;
 - (vii) not remove, take out or send by e-mail or in any other manner any of the Confidential Information from the Company premises unless specifically authorized by the Company;
 - (viii) with respect to third party Confidential Information that the Company is bound by agreement to maintain the confidentiality of, the Employee will not use such Confidential Information for the benefit of anyone other than the Company or such third party, or in any manner inconsistent with any agreement between the Company and such third party of which the Employee is made aware;
 - (ix) disclose Confidential Information only to those personnel of the Company, who have a need to know it and who have permission from the Company to receive it; and
 - (x) take special care in public places (e.g., restaurants, airplanes, elevators) to ensure that even casual conversation or inadvertent displays of written material do not lead to the disclosure of any Confidential Information.
- c) For the purpose of this Agreement, "**Confidential Information**" means all information that is considered by the Company and/or its parent, subsidiary, affiliate companies or their clients/customers to be of a confidential nature and includes, but is not limited to:
- (i) information relating or applicable to the business of the Company, its parent, subsidiary and affiliate companies and/or information relating or

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Phone No: 0471 – 4151550 e-mail id: info.hrbindia@hrblock.com. Website: www.hrblock.com

applicable to the business of the clients/customers of the Company, its parent, subsidiary and/or affiliate companies;

- (ii) any and all technical and non-technical information including patent, copyright, trade secrets and other intellectual property, proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, equipment, algorithms, software programs, software source documents, financial results and forecasts, formulae related to the past, current, future and proposed products and services and includes, without limitation, legal information, contracts and agreements, information concerning research, experimental work, work in-progress, development, design details and specifications, engineering, financial information, proposals, procurement requirements, purchasing manufacturing, customer lists, business forecasts, details of/relating to service providers, sales and merchandising, marketing plans, cost data, profit margins, sales strategies, customer preferences and needs, and employee capabilities;
- (iii) proprietary or confidential information of any third party who may disclose such information to the Company or to the Employee in the course of the Company's business, which the Company is obligated to treat as confidential or proprietary;
- (iv) any confidential or proprietary information which is circulated within the Company via its internal electronic mail system, intranet or otherwise; and
- (v) such other information, in tangible or intangible form, which might, fairly be considered to be of a confidential nature and which may be furnished by the Company to the Employee during the term of this Agreement, or otherwise disclosed by the Company, whether directly or indirectly, to the Employee in connection with this Agreement, regardless of whether marked as "confidential," "restricted" or other similar designation and whether or not such information is oral, written, printed, contained on computer disc or otherwise represented.

2. THIRD PARTY INFORMATION

The Employee understands, in addition, that the Company may from time-to-time receive from third parties, confidential or proprietary information ("**Third Party Information**") subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of the Employee's employment and at all times thereafter, the Employee shall hold Third Party Information in the strictest confidence and shall not disclose (to anyone other than the Company's personnel who need to know such information in connection with their work for the

Company) or use, except in connection with the Employee's work for the Company, Third Party Information unless expressly authorized by the Company in writing.

3. PRESUMPTION OF BREACH

In the event of the possession, access and/or use of the Confidential Information by any other third party with whom the Employee may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this Agreement by the Employee.

4. ASSIGNMENT OF INVENTIONS

- a) The Employee hereby grants, assigns and transfers to the Company by way of a deed of assignment annexed hereto as Exhibit I to this Agreement, and agrees to grant, assign and transfer in future, by way of specific deeds of assignment in a format substantially similar to Exhibit I, all right, title, and interest in and to any and all Work Product (defined below) (and all proprietary rights with respect thereto), whether or not patentable or registerable under copyright or similar statutes, that is made or conceived or reduced to practice or learnt by the Employee, either alone or jointly with others, during the period of the Employee's employment with the Company.
- b) The Employee shall execute documents and perform other acts at the Company's request from time-to-time during the Employee's employment with the Company and at all times thereafter to establish or preserve the Company's ownership of the Work Product. "**Work Product**" means all materials, inventions and forms of work made, conceived or reduced to practice or learnt by the Employee, either alone or jointly with others, during the period of the Employee's employment with the Company, along with the intellectual property therein including: (a) patents, patent applications, patent disclosures and inventions (whether patentable or not); (b) trademarks, service marks, trade dress, trade names, logos, corporate names, internet domain names, and registrations and applications for the registration thereof together with all of the goodwill associated therewith; (c) copyrights and copyrightable works (including mask works) and registrations and applications thereof; (d) computer software programs (including source code and object code), data, databases and documentation thereof; (e) trade secrets and other confidential information (including ideas, formulae, improvements, know-how, techniques, research and development, specifications, drawings, flowcharts, programmer notes, designs, design rights, developments, plans, business plans, pricing data, customer data, proposals, technical data, financial and marketing plans, and customer and supplier lists and information); (f) waivable or assignable rights of publicity, waivable or assignable moral rights and all other forms of intellectual property; and (g) copies and tangible embodiments thereof (in whatever form or medium).



- c) The Employee agrees to assign all right, title and interest in and to any particular Work Product or invention to a third party, including, without limitation, any governmental entity, as may be directed by the Company.
- d) The Employee acknowledges and agrees that the Company is not obligated to commercialize any Work Product, and that the Employee shall not independently commercialize any Work Product.
- e) The Employee hereby waives and agrees to waive in the future any moral rights that the Employee possesses or may possess in any Work Product or proprietary rights therein.

5. ENFORCEMENT OF PROPRIETARY RIGHTS

- a) The Employee shall assist the Company in every proper way to obtain and from time-to-time enforce the proprietary rights relating to the Work Product in any and all countries. To that end the Employee shall execute, verify, and deliver such documents and perform such other acts (including appearances as a witness) as the Company may reasonably request for use in applying for, obtaining, perfecting, evidencing, sustaining, and enforcing such proprietary rights and the assignment thereof. In addition, the Employee shall execute, verify, and deliver assignments of such proprietary rights to the Company or its designee. The Employee's obligation to assist the Company with respect to proprietary rights relating to such Work Product in any and all countries shall continue beyond the termination of the Employee's employment, but the Company shall compensate the Employee at a reasonable rate after the Employee's termination, for the time actually spent by the Employee at the Company's request on such assistance.
- b) In the event the Company is unable for any reason, after reasonable effort, to secure the Employee's signature on any document needed in connection with the actions specified in the preceding paragraph, the Employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as the Employee's agent and attorney in fact and in law, to act for and in the Employee's behalf to execute, verify, and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraph thereon with the same legal force and effect as if executed by the Employee. The Employee hereby waives all right to any and all claims, of any nature whatsoever, that the Employee now or may hereafter have for infringement of any proprietary rights assigned hereunder to the Company.

6. OTHER ACTIVITIES, FULL-TIME EMPLOYMENT

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- a) During the term of this Agreement and for a period of twelve (12) months after termination of this Agreement, the Employee shall not:
- (i) act as an agent for, or as an officer, employee or other representative of, or render services that may be construed to be the same, substantially similar or identical, or compete, or prepare to compete, directly or indirectly, with the services rendered hereunder to the Company or any of the Company's competitors or prospective competitors, nor shall the Employee engage in any other activities that conflict with the Employee's obligations to the Company;
 - (ii) directly or indirectly, individually or on behalf of any other person, firm, partnership, corporation or other business entity, solicit, induce, hire or encourage or cause others to solicit, induce, hire or encourage any employee or independent contractor of the Company to terminate or breach an employment, contractual or other relationship with the Company or solicit the employment services of any former employee of the Company whose employment has been terminated for less than six (6) months; and/or
 - (iii) individually or on behalf of any other person, firm, partnership, corporation or business entity of any type, solicit, contact, call upon, communicate with, or attempt to communicate with, any customer of the Company.
- b) Upon termination of this Agreement, the Employee shall not access the Company's computer systems, download files or any information from the Company's computer systems or in any way interfere, disrupt, modify or change any computer program used by the Company or any data stored on the Company's computer systems.
- c) During the term of this Agreement or at any time thereafter, the Employee shall not disparage the Company, any of its products or practices, or defame any of its partners, officers, agents or representatives, either orally or in writing, at any time.
- d) During the term of this Agreement, the Employee shall not undertake any employment or enter into any other type of association anywhere else, even on a part-time basis, whether for any consideration or not.
- e) Contravention of this Section shall be deemed as voluntary termination by the Employee without the required notice having been given to the Company, and the Company shall not be liable for payment of any compensation or benefits to the Employee from the date of termination.

7. OBLIGATION TO KEEP COMPANY INFORMED

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The Employee shall promptly disclose to the Company fully and in writing all Work Product (and the intellectual property rights created in the Work Product) authored, conceived or reduced to practice by the Employee, alone or jointly with others, during the period of the Employee's employment with the Company and for a period of twelve (12) months thereafter. In addition, the Employee shall disclose all applications such as patent, copyright and design applications, filed by the Employee for the ownership of the intellectual property rights in the Work Product, during one (1) year after termination of the Employee's employment with the Company.

8. THIRD PARTY AGREEMENTS AND RIGHTS

The Employee represents that the Employee is not bound by the terms of any agreement with any previous employer or other party which shall restrict in any way the Employee's performance of any job duties. The Employee represents to the Company that the Employee's execution of this Agreement, employment with the Company and the performance of duties for the Company, shall not violate any obligations that the Employee may have to any previous employer or other party. In the Employee's work for the Company, the Employee shall not disclose or make use of any information in violation of any agreements with or rights of any previous employer or other party, and shall not bring to the premises of the Company any copies or other tangible embodiments of non-public information belonging to or obtained from any such previous employment or other party, unless expressly permitted in writing by the Company and by the Employee's previous employer.

9. RETURN OF THE COMPANY'S DOCUMENTS

When the Employee leaves the employment of the Company, the Employee shall promptly deliver to the Company all drawings, notes, memoranda, specifications, devices, formulae, and documents, together with all copies thereof, and any other material containing or disclosing any of the Company's Work Product, Third Party Information, or all proprietary information and Confidential Information of the Company. The Employee shall destroy or delete permanently all intangible materials that disclose or relate to any Confidential Information. The Employee shall subsequently notify the Company in writing that the identified Confidential Information was all that was in the Employee's possession, and that all such information was either returned or destroyed permanently, as the case may be. The Employee further agrees that any property situated on the Company's premises and owned by the Company, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or without notice. Prior to leaving, the Employee shall cooperate with the Company in completing and signing the Company's termination statement for technical and management personnel.

10. CONSEQUENCES OF BREACH

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The Employee is aware and acknowledges the fact that any breach by the Employee of any of the terms contained in this Agreement would cause the Company to suffer a grave loss and would prejudicially affect the business and interests of the Company. The Employee recognizes and agrees that in the event of such a breach and/or apprehended breach, the Company shall be entitled to recover from the Employee and the Employee shall be bound and liable to make good to the Company, all the losses, damages, costs, charges and expenses, including attorney fees and court costs as may be certified by the Company's auditors as having been incurred due to the breach and for the purpose of and/or in connection with, or resulting from any civil and/or criminal proceedings initiated and/or proposed to be initiated by the Company on account of such breach or apprehended breach. The Employee agrees that the Company shall be entitled to set off, at its sole discretion, the whole or any part of such amount against any amounts due to him/her and/or entitlements of the Employee on account of the Employee's employment with the Company. This remedy shall be in addition to other remedies available to the Company under law.

11. LEGAL AND EQUITABLE REMEDIES

As the Employee's services are personal and unique and because the Employee may have access to and become acquainted with the Confidential Information of the Company, and because any breach of the covenants made under this Agreement would be likely to result in irreparable damage to the Company for which remedies at law would likely be inadequate, the Company shall have the right to enforce this Agreement and any of its provisions by injunction, specific performance, or other equitable relief, without bond and without prejudice to any other rights and remedies that the Company may have for a breach of this Agreement.

12. AUTHORIZATION TO NOTIFY NEW EMPLOYER

The Employee hereby authorizes the Company to notify the Employee's new employer about his/her rights and obligations under this Agreement following the termination of his/her employment with the Company.

13. MISCELLANEOUS

- a) This Agreement in its entirety shall survive the termination of the Employee's employment with the Company under the Employment Agreement.
- b) This Agreement shall be governed by and construed in accordance with the laws of India and only the courts at Trivandrum shall have the exclusive jurisdiction in all matters arising hereunder this Agreement.
- c) The Company, at its discretion, may alter, replace or annul any of the terms of this



Agreement, should circumstances so warrant, either as a result of statute or otherwise.

- d) If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable: (i) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision; and (ii) the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.
- e) The waiver of a term or provision of this Agreement shall not be effective unless such waiver is in writing signed by a duly authorized representative of the Company. No waiver by the Company of, or consent by the Company to, a breach by you, shall constitute a waiver of, consent to or excuse of any other or subsequent breach by you.

IN WITNESS WHEREOF, the Parties hereto have executed two (2) copies of this Agreement and each Party holds one (1) copy thereof.

For H & R Block (India) Private Limited
HARI PRASAD K
MANAGING DIRECTOR

Name of the Employee & Sign



**EXHIBIT I
DEED OF ASSIGNMENT**

This **Deed of Assignment** is made and entered into on the 6/1/2021 between:

Rizwana Yasmin Hashim an individual and Indian national residing at Trivandrum , Kerala, India - 695583 (hereinafter referred to as the “**Assignor**”, which expression shall unless repugnant to the context or meaning thereof, mean and include [his/her] heirs, executors, administrators and permitted assigns); and

H & R BLOCK (INDIA) PRIVATE LIMITED, a company registered under the Companies Act, 1956 having its registered office at 11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India (hereinafter referred to as the “**Assignee**”, which expression shall unless it be repugnant to the context or meaning thereof include its successors and assigns).

WHEREAS

- A. The Assignor is the proprietor in India (or applicable territory) of the intellectual property rights as set out in the Schedule attached hereto (hereinafter referred to as “**IP Rights**”).
- A. The Assignor has agreed to assign the IP Rights to the Assignee for consideration hereinafter appearing.

NOW THIS DEED OF ASSIGNMENT WITNESSETH that in pursuance of the Agreement, and for a consideration of INR100 (Indian Rupees One Hundred) paid by the Assignee, the receipt and sufficiency of which the Assignor hereby acknowledges, the Assignor hereby assigns the IP Rights together with the goodwill associated, worldwide to the Assignee in perpetuity to hold the same unto the Assignee, its successors and assigns absolutely.

The Assignor hereby waives any right to and agrees that it shall not raise any objection or claims with respect to the ownership of the IP Rights, under the provisions of the laws applicable in India. In addition, without any prejudice to the generality of the rights to be assigned to the Assignee under the offer letter between the Assignor and the Assignee dated 6/1/2021 (the “**Agreement**”) and this Deed of Assignment, the Assignee shall have the right to reassign its rights in the IP Rights in any manner that the Assignee may desire. It is further agreed between the parties that the assignment under this Deed of Assignment shall not lapse nor the rights transferred therein revert to the Assignor, even if the Assignee does not exercise the rights under this Deed of Assignment within a period of one (1) year from the date of execution of this Deed of Assignment or the Agreement.

[The following page is the execution page]



IN WITNESS WHEREOF, the Parties hereto have executed two (2) copies of this Deed of Assignment and each Party holds one (1) copy thereof.

For H & R Block (India) Private Limited
HARI PRASAD K
MANAGING DIRECTOR

Name of the Employee & Sign



SCHEDULE

IP RIGHTS

The IP Rights include:

- (i) patents, patent applications, patent disclosures and inventions (whether patentable or not);
- (i) trademarks, service marks, trade dress, trade names, logos, corporate names, internet domain names, and registrations and applications for the registration thereof together with all of the goodwill associated therewith;
- (ii) copyrights and copyrightable works (including mask works) and registrations and applications thereof;
- (iii) computer software programs (including Code, Source Code and Object Code), data, databases and documentation thereof;
- (iv) trade secrets and other confidential information (including ideas, formulae, improvements, know-how, techniques, research and development, specifications, drawings, flowcharts, pricing data, customer data, programmer notes, designs, design rights, developments, plans, business plans, proposals, data, financial and marketing plans and customer and supplier lists and information);
- (v) rights in all discoveries, ideas, inventions, concepts, developments, works of authorship, materials, writings, processes, specifications, technology, and other creations, whether or not patentable, that are conceived, created, or otherwise developed by the Assignor (either alone or with others) or result from or are suggested by any work performed by you (either alone or with others) during the period of the Assignor's employment and/or engagement by the Assignee;
- (vi) waivable or assignable rights of publicity, waivable or assignable moral rights and any and all other forms of intellectual property; and
- (vii) copies and tangible embodiments thereof (in whatever form or medium).

For the purposes of this Deed of Assignment, the following terms shall have the following meaning:

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- (i) **“Patents”** means all patents and patent applications, together with all reissues, divisions, re-examinations, renewals, extensions, provisionals, continuations and continuations-in-part thereof, and equivalent or similar rights anywhere in the world.
- (i) **“Code”** means computer programming code (including microcode, as applicable).
- (ii) **“Object Code”** means Code substantially in binary form. Object Code is directly executable by a computer after processing, but without compilation or assembly.
- (iii) **“Source Code”** means Code other than Object Code, and includes Code that may be displayed in a form readable and understandable by a programmer of ordinary skill, as well as any enhancements, corrections and documentation related thereto. Source Code includes related Source Code-level system documentation, comments, and procedural Code, such as job control language.

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Date: 11/4/2020

Strictly Personal & Confidential

Sanju M P
Trivandrum , Kerala, India - 695583

Dear Sanju,

Thank you for the keen interest you have shown in H & R Block (India) Private Limited (the “**Company**”). Consequent to your application, interview(s) and personal discussions with the representatives of the Company, we are pleased to offer you the designation of **Associate Software Engineer** at the Trivandrum office of the Company located at 11th Floor, 211N - 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India. Please accept our heartiest congratulations.

Your employment with the Company will be subject to the terms and conditions of this offer letter to be executed between you and the Company (the “**Agreement**”); the Non-Disclosure, Non-Solicitation and Non-Competition Agreement to be executed between you and the Company which is attached to the Agreement as Exhibit B (the “**Covenants Agreement**”); the Code of Business Conduct and Ethics; and the various policies of the Company issued and made effective by the Company from time-to-time.

If at any time during the course of your employment with the Company, you would like to review the policies of the Company as are then applicable to you, please contact the Human Resources representative for the Company. In the event of any conflict in the terms of this Agreement with the policies of the Company or the terms of the Covenants Agreement with the policies of the Company, the terms of the Agreement and/or the Covenants Agreement, as the case may be will prevail.

Your employment with the Company will also be guided by the core values and beliefs of the Company with the objective of facilitating the operations of the Company.

1. Validity of Offer

The offer of employment under this Agreement will be valid for ten days after issuance. If the offer of employment is acceptable to you, please intimate your acceptance of the same by sending an e-mail to hprasad@hrblock.com & manoj.elanjickal@hrblock.com on or before the tenth day and please sign and return the original signed copy of this Agreement and the Covenants Agreement to the Company on or before the Date of Joining (mentioned below).

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2. Date of Joining and Pre-Employment Conditions

If you accept this offer of employment, your employment with the Company will commence on **6/1/2021** [MM/DD/YYYY] or such earlier date as agreed between you and the Company (the “**Date of Joining**”).

Your employment with the Company is subject and conditional upon:

- (a) a pre-employment screening check and background verification, including the receipt of references satisfactory to the Company;
- (b) the verification, to the satisfaction of the Company, of the information that has been provided to the Company during the course of your application/ interview process;

The Company reserves the right to withdraw or terminate your employment/ services immediately without notice if the foregoing conditions are not completed to its satisfaction.

3. Responsibilities and Duties

- (a) You will be a full-time employee of the Company and will be expected to faithfully, sincerely, diligently and efficiently make your best efforts available to the Company, to use your knowledge and skill for the development and growth of the Company to increase the revenue and profitability of the Company, all of which is the fundamental purpose of this Agreement. You will not, during your employment with the Company and without the prior written consent of the Company, directly or indirectly, carry on or be engaged, concerned or interested in any manner whatsoever, in any other employment, business, trade or occupation, either on a part-time or full-time basis, in an honorary capacity or otherwise, either during or after normal business hours.
- (b) You will be required to perform such roles, responsibilities, tasks, assignments and duties as may be notified by the Company from time-to-time, consistent with your designation in the Company.
- (c) The Company expects the highest level of honesty, integrity and efficacy from you in business as well as personal dealings.
- (d) In the course of your employment, the Company expects you to display a high standard of initiative, efficiency and economy.

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4. Remuneration

- (a) Your annual fixed cost to the Company (“Fixed CTC”) will be INR 375000 and will be subject to deduction of applicable taxes at the prevailing rates and deductions towards contribution of any statutory benefits and any other deductions as per the Company’s policies. A detailed Compensation break up is provided in Exhibit A to this Agreement. The components forming part of your CTC, applicable deduction of taxes and contributions of any statutory benefits will be notified by the Company to you from time-to-time. In the event of any amendment to any existing statute or introduction of a new statute, the Company reserves a right to adjust the CTC components within the then existing CTC, to ensure that the payments are made in compliance with such statutes.
- (b) You will be entitled to health insurance, life insurance and personal accident insurance benefits and gratuity as notified by the Company from time-to-time and will be eligible to participate in provident fund, worker welfare fund and employees state insurance contributions, as applicable.
- (c) In accordance with the Company’s policy and applicable law, you may be entitled to rewards and recognition, employee referral incentives, bonus/short term incentives and performance incentives. You will be eligible to participate in a **Short-Term Incentive plan**, with a target payout of **5 %** of your base salary. Any Short-Term Incentive payout, if approved, will be governed by the terms and timing set forth in that plan.
- (d) Please note that information related to your remuneration is confidential between you and the Company and you are expected to keep the same in strict confidence and not disclose this information to any third party, whether within or outside the Company.

5. Place of Work and Transfer

You will initially perform your duties principally at the Trivandrum office of the Company located at **11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India**. The Company has a right to transfer you to any department, branch or establishment under the same management or same principals, whether existing or to be set up in future, in or outside India, temporarily or permanently. In the event of such a transfer or deputation, details of the terms and conditions including modifications, if any, in the CTC, shall be communicated to you at the appropriate time. Notwithstanding anything contained herein, it is hereby clarified that your employment shall be with the Company alone, and you will not have any lien on employment with any affiliate or group company of the Company.

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6. Probation Period

You will be on probation for a period of six (6) months from the Date of Joining or such additional period as may be deemed necessary by the Company in its absolute discretion. Upon successful completion of your probation period, the Company may confirm you as a permanent employee of the Company.

7. Working Days and Hours

- (a) The Company follows a five (5) days working week from Monday to Friday and normal working hours from 8.30 am IST to 6.00 pm IST on these days, inclusive of thirty (30) minutes break time during the day. You will be expected to follow the foregoing working days and hours schedule and will be expected to ensure that you complete a minimum of forty-five (45) hours of work per week.
- (b) Notwithstanding the foregoing, you may be required to work for additional hours on regular working days or may be required to work on weekly holidays or other notified holidays on account of work deliverables and exigencies. The Company will not provide any overtime allowance to you on this account.
- (c) Depending on the nature of work, you may be required to work in shifts as decided and notified to you by the Company from time-to-time. The Company may pay a night shift allowance and/or may offer compensatory leave as per applicable policy, if you are required to work between 9.00 pm IST and 6.00 am IST.

8. Travel

In the course of your employment with the Company, you may be required, from time-to-time, to travel to locations outside your place of posting, within India or abroad, on short notice.

9. Reimbursement of Expenses

Any out-of-pocket expenses incurred by you in the course of your employment will be reimbursed to you upon presentation of appropriate documentation provided that these expenses are in compliance with the Company's policies on reimbursement of expenses.

10. Leave

You will be entitled to a total of **32 days** of leave per year, consisting of annual leave, sick leave, and casual leave. You will also be entitled to maternity/paternity leave as appropriate. All leaves will be governed according to the Company's leave policy, as may be applicable from time-to-time. The Company will have the sole discretion to grant or

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not grant leave (except maternity/paternity leave), in a manner that it will not affect the progress of the ongoing projects which the Company is associated with, or for such other reasons as it may deem fit.

11. Holidays

The Company will publish a holiday list for every calendar year. The Company will have a right to change or alter the holiday list at any time during the year at its sole discretion.

12. Termination

- (a) During the probation period in case of any misconduct, including fraud, theft, withholding of information, or unexplained leave of absence for a continuous period of ten (10) days on your part at any time during the employment, the Company may terminate your employment with immediate effect and without notice or payment in lieu of such notice. In all other instances, during the probation period, the Company or you may terminate your employment by giving a prior written notice of thirty (30) days or payment in lieu of such notice.
- (b) The Company may terminate your employment by giving a prior notice of sixty (60) days or payment in lieu of such notice, without assigning any reason whatsoever, at the sole discretion of the Company. You may terminate your employment with the Company by giving a prior notice of sixty (60) days or payment in lieu of such notice. In either instance, if at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company in lieu of the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.
- (c) Upon termination of your employment with the Company, you will be required to complete all exit formalities as per the Company's policies, including execution of a separation and release agreement to enable the Company to process your full and final settlement.

13. Consequences of Termination

Upon termination of this Agreement, you will immediately surrender to the Company all correspondence, specifications, formulae, books, documents, effects, market data, cost data, drawings or records, etc., belonging to the Company or relating to its business and shall not retain or make any copies of these items. The terms of termination are strictly confidential between you and the Company and you will not disclose these terms to any third party, within the Company or outside.

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CIN: U72900KL2006PTC061897

Registered office address: Module No. 211 N & 211 S, 11th Floor,

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Phone No: 0471 – 4151550 e-mail id: info.hrbindia@hrblock.com. Website: www.hrblock.com



14. Deductions

You hereby consent to the deductions of any sums owed by you to the Company at any time from your CTC, or any other payment due to the Company by you, in respect of any overpayment of any kind made to you or in respect of any outstanding debt or other sum owed by you to the Company, and you hereby also agree to make a payment to the Company of any sums owed by you to the Company upon demand by the Company at any time.

15. No Violation of Rights of Third Parties

Your performance of all the terms of this Agreement and the Covenants Agreement does not and shall not breach any agreement to keep in confidence, proprietary information, knowledge, or data acquired by you prior to your employment with the Company. Further, you confirm that you are not a party to any other agreement, which may interfere with your full compliance with this Agreement and the Covenants Agreement. You agree not to enter into any agreement, whether written or oral, in conflict with the provisions of this Agreement.

16. Personal Data

You hereby irrevocably and unconditionally provide your consent to the Company to collect, receive, possess, store, deal or handle your sensitive personal data or information, and to disclose or transfer your sensitive personal data or information to any third party for the performance of the Company's obligations under this Agreement or for any other purposes in connection with your employment with the Company. You undertake to execute any further document(s) which the Company may require for the purpose of the foregoing.

17. Retirement

The age of retirement from the Company shall be on attainment of sixty (60) years. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the Date of Joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

18. General

- (a) You will be required to undergo a medical examination as and when directed by the Company and to comply with rules and instructions in such matter.
- (b) You will keep us informed of any change in your residential address, civil or marital

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status and such other matters. If the change in correspondence/residence address is not intimated, any communication sent at the available addresses shall be deemed to have reached you.

- (c) In the event of any laws coming into force at any time affecting any aspect of your terms and conditions of employment, it is hereby expressly agreed that no double benefits shall accrue to you.
- (d) This Agreement shall be governed by and construed in accordance with the laws of India and only the courts at Trivandrum shall have the exclusive jurisdiction in all matters arising hereunder this Agreement.
- (e) The Company, at its discretion, may alter, replace or annul any of the terms of this Agreement, should circumstances so warrant, either as a result of statute or otherwise.
- (f) If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable: (i) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision; and (ii) the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.
- (g) You will not make any claims on the Company or shall not hold the Company responsible for any dues or amounts payable by your previous employer, for any reason whatsoever.
- (h) The waiver of a term or provision of this Agreement shall not be effective unless such waiver is in writing and signed by a duly authorized representative of the Company. No waiver by the Company of, or consent by the Company to, a breach by you, shall constitute a waiver of, consent to or excuse of any other or subsequent breach by you.

19. Documents Required

The following documents are required to be submitted to the Company on the Date of Joining:

- (a) completion certificates/degrees and mark sheets issued by various education institutions as mentioned during the interview process;
- (b) relieving letter/resignation acceptance letter and no-dues certificate/settlement and release letter from most recent employer (if any);

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- (c) seven (7) recent passport size photographs;
- (d) last drawn salary slip;
- (e) self-attested copy of passport;
- (f) self-attested copy of a permanent account number card; and
- (g) self-attested copy of Aadhaar card.

We welcome you to the Company's family and wish you a rewarding career.

Please confirm your acceptance by signing a copy of this Agreement.

Yours sincerely,
For **H & R Block India Private Limited**

HARI PRASAD K
MANAGING DIRECTOR



ACCEPTANCE

I have read and understood all the terms and conditions contained in this Agreement. I acknowledge and agree that this Agreement, the Covenants Agreement and the policies issued and made effective by the Company from time-to-time constitute the entire understanding between the Company and me in relation to my employment with the Company. I understand and agree that any changes in the terms of employment described in this Agreement must be set forth in a written document signed by a duly authorized officer of the Company.

Name: _____

Signature: _____

Place: _____

Date: _____

EXHIBIT A

COMPENSATION BREAK UP

C&B Components	Per Annum	Per Month
Basic salary	132,000	11,000
House rent allowance	99,000	8,250
Mobile and internet reimbursement	-	-
Leave travel concession	66,000	5,500
Food coupon	26,400	2,200
Professional pursuit allowance	-	-
Car maintenance	-	-
Driver reimbursement	-	-
Statutory Bonus @ 8.33%	26,400	2,200
Position Allowance	9,360	780
Special allowance	-	-
Company's contribution to PF	15,840	1,320
A) Total Fixed Compensation	375,000	31,250
Variable pay /Performance based Pay:	18,750	
B) Total Annualised Compensation	393,750	
Other Estimated Benefits		
Insurance Benefits	50,000	
Gratuity	5,280	
C) Total Annual Compensation	449,030	
Note:		
Gratuity is payable as per the provisions of Payment of Gratuity Act, 1972		



EXHIBIT B

NON-DISCLOSURE, NON-SOLICITATION AND NON-COMPETITION AGREEMENT

This **Non-Disclosure, Non-Solicitation and Non-Competition Agreement** (the “**Agreement**”) is entered on the 6/1/2021 (MM/DD/YYYY) between

H & R BLOCK (INDIA) PRIVATE LIMITED, a company registered under the Companies Act, 1956 having its registered office at 11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India (hereinafter referred to as the “**Company**”, which expression shall, unless it be repugnant to the context or meaning thereof, include its successors and assigns); and **Sanju M P**, an individual and Indian national residing at **Trivandrum , Kerala, India - 695583** (hereinafter referred to as the “**Employee**”, which expression shall unless repugnant to the context or meaning thereof, mean and include [his/her] heirs, executors, administrators and permitted assigns).

Each of the Company and the Employee shall be individually referred to as a “**Party**” and collectively referred to as the “**Parties**”.

WHEREAS, the Company and the Employee have entered into an offer letter of even date (the “**Employment Agreement**”). This Agreement forms an integral part of the Employment Agreement.

In consideration for the Employee’s employment with the Company under the Employment Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Employee hereby agrees with the Company as follows:

1. RECOGNITION OF COMPANY’S RIGHTS; NONDISCLOSURE

- a) The Employee understands that the Company possesses Confidential Information (defined below), which the Company agrees to disclose to the Employee in exchange for the Employee’s covenants under this Agreement.
- b) At all times, during the Employee’s employment with the Company and at all times thereafter, the Employee agrees that he/she shall:
 - (i) hold in strictest confidence and shall not in any manner, disclose, use, lecture upon, or publish any of the Company’s Confidential Information, except as such disclosure, use, or publication may be required in connection with the Employee’s work for the Company;

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- (ii) not disclose to any third party, or use for the Employee's own benefit or for the benefit of any third party, any Confidential Information unless such disclosure or use is specifically permitted in writing by the Company;
 - (iii) at all times keep confidential all Confidential Information;
 - (iv) use the Confidential Information only for the purpose of, and to the extent as is strictly necessary for, fulfilling the Employee's duties under the terms of employment with the Company;
 - (v) not make or permit/authorize the making of any press release/other public statement/disclosure concerning Confidential Information without the prior written consent of the Company;
 - (vi) not make copies or reproduce in any manner any of the Confidential Information unless specifically authorized by the Company;
 - (vii) not remove, take out or send by e-mail or in any other manner any of the Confidential Information from the Company premises unless specifically authorized by the Company;
 - (viii) with respect to third party Confidential Information that the Company is bound by agreement to maintain the confidentiality of, the Employee will not use such Confidential Information for the benefit of anyone other than the Company or such third party, or in any manner inconsistent with any agreement between the Company and such third party of which the Employee is made aware;
 - (ix) disclose Confidential Information only to those personnel of the Company, who have a need to know it and who have permission from the Company to receive it; and
 - (x) take special care in public places (e.g., restaurants, airplanes, elevators) to ensure that even casual conversation or inadvertent displays of written material do not lead to the disclosure of any Confidential Information.
- c) For the purpose of this Agreement, "**Confidential Information**" means all information that is considered by the Company and/or its parent, subsidiary, affiliate companies or their clients/customers to be of a confidential nature and includes, but is not limited to:
- (i) information relating or applicable to the business of the Company, its parent, subsidiary and affiliate companies and/or information relating or

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applicable to the business of the clients/customers of the Company, its parent, subsidiary and/or affiliate companies;

- (ii) any and all technical and non-technical information including patent, copyright, trade secrets and other intellectual property, proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, equipment, algorithms, software programs, software source documents, financial results and forecasts, formulae related to the past, current, future and proposed products and services and includes, without limitation, legal information, contracts and agreements, information concerning research, experimental work, work in-progress, development, design details and specifications, engineering, financial information, proposals, procurement requirements, purchasing manufacturing, customer lists, business forecasts, details of/relating to service providers, sales and merchandising, marketing plans, cost data, profit margins, sales strategies, customer preferences and needs, and employee capabilities;
- (iii) proprietary or confidential information of any third party who may disclose such information to the Company or to the Employee in the course of the Company's business, which the Company is obligated to treat as confidential or proprietary;
- (iv) any confidential or proprietary information which is circulated within the Company via its internal electronic mail system, intranet or otherwise; and
- (v) such other information, in tangible or intangible form, which might, fairly be considered to be of a confidential nature and which may be furnished by the Company to the Employee during the term of this Agreement, or otherwise disclosed by the Company, whether directly or indirectly, to the Employee in connection with this Agreement, regardless of whether marked as "confidential," "restricted" or other similar designation and whether or not such information is oral, written, printed, contained on computer disc or otherwise represented.

2. THIRD PARTY INFORMATION

The Employee understands, in addition, that the Company may from time-to-time receive from third parties, confidential or proprietary information ("**Third Party Information**") subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of the Employee's employment and at all times thereafter, the Employee shall hold Third Party Information in the strictest confidence and shall not disclose (to anyone other than the Company's personnel who need to know such information in connection with their work for the

Company) or use, except in connection with the Employee's work for the Company, Third Party Information unless expressly authorized by the Company in writing.

3. PRESUMPTION OF BREACH

In the event of the possession, access and/or use of the Confidential Information by any other third party with whom the Employee may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this Agreement by the Employee.

4. ASSIGNMENT OF INVENTIONS

- a) The Employee hereby grants, assigns and transfers to the Company by way of a deed of assignment annexed hereto as Exhibit I to this Agreement, and agrees to grant, assign and transfer in future, by way of specific deeds of assignment in a format substantially similar to Exhibit I, all right, title, and interest in and to any and all Work Product (defined below) (and all proprietary rights with respect thereto), whether or not patentable or registerable under copyright or similar statutes, that is made or conceived or reduced to practice or learnt by the Employee, either alone or jointly with others, during the period of the Employee's employment with the Company.
- b) The Employee shall execute documents and perform other acts at the Company's request from time-to-time during the Employee's employment with the Company and at all times thereafter to establish or preserve the Company's ownership of the Work Product. "**Work Product**" means all materials, inventions and forms of work made, conceived or reduced to practice or learnt by the Employee, either alone or jointly with others, during the period of the Employee's employment with the Company, along with the intellectual property therein including: (a) patents, patent applications, patent disclosures and inventions (whether patentable or not); (b) trademarks, service marks, trade dress, trade names, logos, corporate names, internet domain names, and registrations and applications for the registration thereof together with all of the goodwill associated therewith; (c) copyrights and copyrightable works (including mask works) and registrations and applications thereof; (d) computer software programs (including source code and object code), data, databases and documentation thereof; (e) trade secrets and other confidential information (including ideas, formulae, improvements, know-how, techniques, research and development, specifications, drawings, flowcharts, programmer notes, designs, design rights, developments, plans, business plans, pricing data, customer data, proposals, technical data, financial and marketing plans, and customer and supplier lists and information); (f) waivable or assignable rights of publicity, waivable or assignable moral rights and all other forms of intellectual property; and (g) copies and tangible embodiments thereof (in whatever form or medium).



- c) The Employee agrees to assign all right, title and interest in and to any particular Work Product or invention to a third party, including, without limitation, any governmental entity, as may be directed by the Company.
- d) The Employee acknowledges and agrees that the Company is not obligated to commercialize any Work Product, and that the Employee shall not independently commercialize any Work Product.
- e) The Employee hereby waives and agrees to waive in the future any moral rights that the Employee possesses or may possess in any Work Product or proprietary rights therein.

5. ENFORCEMENT OF PROPRIETARY RIGHTS

- a) The Employee shall assist the Company in every proper way to obtain and from time-to-time enforce the proprietary rights relating to the Work Product in any and all countries. To that end the Employee shall execute, verify, and deliver such documents and perform such other acts (including appearances as a witness) as the Company may reasonably request for use in applying for, obtaining, perfecting, evidencing, sustaining, and enforcing such proprietary rights and the assignment thereof. In addition, the Employee shall execute, verify, and deliver assignments of such proprietary rights to the Company or its designee. The Employee's obligation to assist the Company with respect to proprietary rights relating to such Work Product in any and all countries shall continue beyond the termination of the Employee's employment, but the Company shall compensate the Employee at a reasonable rate after the Employee's termination, for the time actually spent by the Employee at the Company's request on such assistance.
- b) In the event the Company is unable for any reason, after reasonable effort, to secure the Employee's signature on any document needed in connection with the actions specified in the preceding paragraph, the Employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as the Employee's agent and attorney in fact and in law, to act for and in the Employee's behalf to execute, verify, and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraph thereon with the same legal force and effect as if executed by the Employee. The Employee hereby waives all right to any and all claims, of any nature whatsoever, that the Employee now or may hereafter have for infringement of any proprietary rights assigned hereunder to the Company.

6. OTHER ACTIVITIES, FULL-TIME EMPLOYMENT

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- a) During the term of this Agreement and for a period of twelve (12) months after termination of this Agreement, the Employee shall not:
- (i) act as an agent for, or as an officer, employee or other representative of, or render services that may be construed to be the same, substantially similar or identical, or compete, or prepare to compete, directly or indirectly, with the services rendered hereunder to the Company or any of the Company's competitors or prospective competitors, nor shall the Employee engage in any other activities that conflict with the Employee's obligations to the Company;
 - (ii) directly or indirectly, individually or on behalf of any other person, firm, partnership, corporation or other business entity, solicit, induce, hire or encourage any employee or independent contractor of the Company to terminate or breach an employment, contractual or other relationship with the Company or solicit the employment services of any former employee of the Company whose employment has been terminated for less than six (6) months; and/or
 - (iii) individually or on behalf of any other person, firm, partnership, corporation or business entity of any type, solicit, contact, call upon, communicate with, or attempt to communicate with, any customer of the Company.
- b) Upon termination of this Agreement, the Employee shall not access the Company's computer systems, download files or any information from the Company's computer systems or in any way interfere, disrupt, modify or change any computer program used by the Company or any data stored on the Company's computer systems.
- c) During the term of this Agreement or at any time thereafter, the Employee shall not disparage the Company, any of its products or practices, or defame any of its partners, officers, agents or representatives, either orally or in writing, at any time.
- d) During the term of this Agreement, the Employee shall not undertake any employment or enter into any other type of association anywhere else, even on a part-time basis, whether for any consideration or not.
- e) Contravention of this Section shall be deemed as voluntary termination by the Employee without the required notice having been given to the Company, and the Company shall not be liable for payment of any compensation or benefits to the Employee from the date of termination.

7. OBLIGATION TO KEEP COMPANY INFORMED

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The Employee shall promptly disclose to the Company fully and in writing all Work Product (and the intellectual property rights created in the Work Product) authored, conceived or reduced to practice by the Employee, alone or jointly with others, during the period of the Employee's employment with the Company and for a period of twelve (12) months thereafter. In addition, the Employee shall disclose all applications such as patent, copyright and design applications, filed by the Employee for the ownership of the intellectual property rights in the Work Product, during one (1) year after termination of the Employee's employment with the Company.

8. THIRD PARTY AGREEMENTS AND RIGHTS

The Employee represents that the Employee is not bound by the terms of any agreement with any previous employer or other party which shall restrict in any way the Employee's performance of any job duties. The Employee represents to the Company that the Employee's execution of this Agreement, employment with the Company and the performance of duties for the Company, shall not violate any obligations that the Employee may have to any previous employer or other party. In the Employee's work for the Company, the Employee shall not disclose or make use of any information in violation of any agreements with or rights of any previous employer or other party, and shall not bring to the premises of the Company any copies or other tangible embodiments of non-public information belonging to or obtained from any such previous employment or other party, unless expressly permitted in writing by the Company and by the Employee's previous employer.

9. RETURN OF THE COMPANY'S DOCUMENTS

When the Employee leaves the employment of the Company, the Employee shall promptly deliver to the Company all drawings, notes, memoranda, specifications, devices, formulae, and documents, together with all copies thereof, and any other material containing or disclosing any of the Company's Work Product, Third Party Information, or all proprietary information and Confidential Information of the Company. The Employee shall destroy or delete permanently all intangible materials that disclose or relate to any Confidential Information. The Employee shall subsequently notify the Company in writing that the identified Confidential Information was all that was in the Employee's possession, and that all such information was either returned or destroyed permanently, as the case may be. The Employee further agrees that any property situated on the Company's premises and owned by the Company, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or without notice. Prior to leaving, the Employee shall cooperate with the Company in completing and signing the Company's termination statement for technical and management personnel.

10. CONSEQUENCES OF BREACH

The Employee is aware and acknowledges the fact that any breach by the Employee of any of the terms contained in this Agreement would cause the Company to suffer a grave loss and would prejudicially affect the business and interests of the Company. The Employee recognizes and agrees that in the event of such a breach and/or apprehended breach, the Company shall be entitled to recover from the Employee and the Employee shall be bound and liable to make good to the Company, all the losses, damages, costs, charges and expenses, including attorney fees and court costs as may be certified by the Company's auditors as having been incurred due to the breach and for the purpose of and/or in connection with, or resulting from any civil and/or criminal proceedings initiated and/or proposed to be initiated by the Company on account of such breach or apprehended breach. The Employee agrees that the Company shall be entitled to set off, at its sole discretion, the whole or any part of such amount against any amounts due to him/her and/or entitlements of the Employee on account of the Employee's employment with the Company. This remedy shall be in addition to other remedies available to the Company under law.

11. LEGAL AND EQUITABLE REMEDIES

As the Employee's services are personal and unique and because the Employee may have access to and become acquainted with the Confidential Information of the Company, and because any breach of the covenants made under this Agreement would be likely to result in irreparable damage to the Company for which remedies at law would likely be inadequate, the Company shall have the right to enforce this Agreement and any of its provisions by injunction, specific performance, or other equitable relief, without bond and without prejudice to any other rights and remedies that the Company may have for a breach of this Agreement.

12. AUTHORIZATION TO NOTIFY NEW EMPLOYER

The Employee hereby authorizes the Company to notify the Employee's new employer about his/her rights and obligations under this Agreement following the termination of his/her employment with the Company.

13. MISCELLANEOUS

- a) This Agreement in its entirety shall survive the termination of the Employee's employment with the Company under the Employment Agreement.
- b) This Agreement shall be governed by and construed in accordance with the laws of India and only the courts at Trivandrum shall have the exclusive jurisdiction in all matters arising hereunder this Agreement.
- c) The Company, at its discretion, may alter, replace or annul any of the terms of this



Agreement, should circumstances so warrant, either as a result of statute or otherwise.

- d) If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable: (i) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision; and (ii) the legality, validity and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.
- e) The waiver of a term or provision of this Agreement shall not be effective unless such waiver is in writing signed by a duly authorized representative of the Company. No waiver by the Company of, or consent by the Company to, a breach by you, shall constitute a waiver of, consent to or excuse of any other or subsequent breach by you.

IN WITNESS WHEREOF, the Parties hereto have executed two (2) copies of this Agreement and each Party holds one (1) copy thereof.

For H & R Block (India) Private Limited
HARI PRASAD K
MANAGING DIRECTOR

Name of the Employee & Sign



**EXHIBIT I
DEED OF ASSIGNMENT**

This **Deed of Assignment** is made and entered into on the 6/1/2021 between:

Sanju M P an individual and Indian national residing at Trivandrum , Kerala, India - 695583 (hereinafter referred to as the “**Assignor**”, which expression shall unless repugnant to the context or meaning thereof, mean and include [his/her] heirs, executors, administrators and permitted assigns); and

H & R BLOCK (INDIA) PRIVATE LIMITED, a company registered under the Companies Act, 1956 having its registered office at 11th Floor, 211-N 211 S , Yamuna Building, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, India (hereinafter referred to as the “**Assignee**”, which expression shall unless it be repugnant to the context or meaning thereof include its successors and assigns).

WHEREAS

- A. The Assignor is the proprietor in India (or applicable territory) of the intellectual property rights as set out in the Schedule attached hereto (hereinafter referred to as “**IP Rights**”).
- A. The Assignor has agreed to assign the IP Rights to the Assignee for consideration hereinafter appearing.

NOW THIS DEED OF ASSIGNMENT WITNESSETH that in pursuance of the Agreement, and for a consideration of INR100 (Indian Rupees One Hundred) paid by the Assignee, the receipt and sufficiency of which the Assignor hereby acknowledges, the Assignor hereby assigns the IP Rights together with the goodwill associated, worldwide to the Assignee in perpetuity to hold the same unto the Assignee, its successors and assigns absolutely.

The Assignor hereby waives any right to and agrees that it shall not raise any objection or claims with respect to the ownership of the IP Rights, under the provisions of the laws applicable in India. In addition, without any prejudice to the generality of the rights to be assigned to the Assignee under the offer letter between the Assignor and the Assignee dated 6/1/2021 (the “**Agreement**”) and this Deed of Assignment, the Assignee shall have the right to reassign its rights in the IP Rights in any manner that the Assignee may desire. It is further agreed between the parties that the assignment under this Deed of Assignment shall not lapse nor the rights transferred therein revert to the Assignor, even if the Assignee does not exercise the rights under this Deed of Assignment within a period of one (1) year from the date of execution of this Deed of Assignment or the Agreement.

[The following page is the execution page]



IN WITNESS WHEREOF, the Parties hereto have executed two (2) copies of this Deed of Assignment and each Party holds one (1) copy thereof.

A handwritten signature in blue ink, appearing to read 'Hari', with a horizontal line underneath it.

For H & R Block (India) Private Limited
HARI PRASAD K
MANAGING DIRECTOR

Name of the Employee & Sign



SCHEDULE

IP RIGHTS

The IP Rights include:

- (i) patents, patent applications, patent disclosures and inventions (whether patentable or not);
- (i) trademarks, service marks, trade dress, trade names, logos, corporate names, internet domain names, and registrations and applications for the registration thereof together with all of the goodwill associated therewith;
- (ii) copyrights and copyrightable works (including mask works) and registrations and applications thereof;
- (iii) computer software programs (including Code, Source Code and Object Code), data, databases and documentation thereof;
- (iv) trade secrets and other confidential information (including ideas, formulae, improvements, know-how, techniques, research and development, specifications, drawings, flowcharts, pricing data, customer data, programmer notes, designs, design rights, developments, plans, business plans, proposals, data, financial and marketing plans and customer and supplier lists and information);
- (v) rights in all discoveries, ideas, inventions, concepts, developments, works of authorship, materials, writings, processes, specifications, technology, and other creations, whether or not patentable, that are conceived, created, or otherwise developed by the Assignor (either alone or with others) or result from or are suggested by any work performed by you (either alone or with others) during the period of the Assignor's employment and/or engagement by the Assignee;
- (vi) waivable or assignable rights of publicity, waivable or assignable moral rights and any and all other forms of intellectual property; and
- (vii) copies and tangible embodiments thereof (in whatever form or medium).

For the purposes of this Deed of Assignment, the following terms shall have the following meaning:

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- (i) **“Patents”** means all patents and patent applications, together with all reissues, divisions, re-examinations, renewals, extensions, provisionals, continuations and continuations-in-part thereof, and equivalent or similar rights anywhere in the world.
- (i) **“Code”** means computer programming code (including microcode, as applicable).
- (ii) **“Object Code”** means Code substantially in binary form. Object Code is directly executable by a computer after processing, but without compilation or assembly.
- (iii) **“Source Code”** means Code other than Object Code, and includes Code that may be displayed in a form readable and understandable by a programmer of ordinary skill, as well as any enhancements, corrections and documentation related thereto. Source Code includes related Source Code-level system documentation, comments, and procedural Code, such as job control language.

H & R BLOCK (INDIA) PRIVATE LIMITED

CIN: U72900KL2006PTC061897

Registered office address: Module No. 211 N & 211 S, 11th Floor,

Yamuna Building, SEZ Unit, Technopark Phase III, Kulathoor PO, Trivandrum – 695583

Phone No: 0471 – 4151550 e-mail id: info.hrbindia@hrblock.com. Website: www.hrblock.com

Letter of Intent

19 July 21

Joseph Babu
SCMSSET Ernakulam - SCMS School of Engineering and Technology - Ernakulam
Ernakulam

Dear Joseph Babu,

We are pleased to inform you that you have been provisionally short-listed for employment as “**Software Engineer Trainee**”.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs.3.50 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breach you will be required to pay a sum of Rs. 2 Lac.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick.

You will receive a formal letter of appointment with all the terms and conditions upon joining.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to campusconnect@hexaware.com

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com



July 2, 2021

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore – 560045, India.
Tel : 91-80-49139999
<http://www-07.ibm.com/in/careers/>

Dear SWATHY HARISH

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of; all united by a single purpose: to be essential.

We invite you to join us as a Software Developer, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and; be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.





July 2, 2021

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore – 560045, India.
Tel : 91-80-49139999
<http://www-07.ibm.com/in/careers/>

Dear SWATHY HARISH

We are pleased to offer you the position of Software Developer, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e July 14, 2021. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at DLF IT Park, Tower 1A, 1/24-Shivaji Garden, Mount Poonamalee Rd, Ramapuram, Chennai-600089. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:



- Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e–mail with last working day (LWD) confirmation.
- Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.
 - Voter ID card
 - Driving License
 - Aadhaar Card
 - Senior Secondary result/certificate with DOB and photo (for university hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.
- Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company. However, your services are transferable and you may be assigned to any other department, location or office of IBM, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non–compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if



you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:
 - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
 - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
 - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
 - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
 - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
 - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).



- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- You will, by default, be enrolled in IBM's Group Medclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the



name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.

- A Onetime Premium Component of INR 50000 /- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire Premium Component to IBM. The Premium Component is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from your premium component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.



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ANNEXURE A

DATE	July 2, 2021		
NAME	SWATHY HARISH	BAND	06G
DESIGNATION	Software Developer	LOCATION	Kochi
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		306166	
2. Annual Flexible Benefit Plan (FBP)		367399	
3. Annual Reference Salary (ARS)		673565	
4. Retirals			
a) Provident Fund (PF)		36740	
b) Gratuity @ 4.8%		14696	
5. Annual Reference Salary + Retirals		725000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE



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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*



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Other Benefits- Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediciam Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediciam Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediciam insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *

**Subject to enrolling the new dependent within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediciam Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and



maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having been under the influence of drink or drugs or willfully disobedience of any order expressly given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) In case of any injury resulting in Death or permanent total disability.
- c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

Maternity Benefit:

All women IBM employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and IBM Maternity Leave Policy as may be amended from time to time. These benefits currently include:

1) Maternity Leave for:

- a) Delivery: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 26 weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.
- b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.
- c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.
- d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.

3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.



4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer IBM Maternity leave policy and IBM Flexible work option policy in effect from time to time for more details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.



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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : _____ Date Of Hire : ___ / ___ / _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation. (b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to



the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	Date Created	Named Party/Termination Date

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM



Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM. I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.



My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name	Employee's Signature	Employee Serial No.	Date



COVID-19: IBM Initiatives for Employees and Communities

As we navigate the COVID-19 pandemic, IBM has taken a series of initiatives to help and support our employees and their family members in this challenging environment. The health and safety of IBMers, partners, and clients is our top priority.

We have put together a comprehensive support plan for our employees and their families to tide through this pandemic.

Employee Well-being and Safety

- **Vaccination for all IBMers:** Vaccination camps will be opened (in line with Government regulations and availability of vaccines) in all major cities with IBMer populations. IBMers and their family members will have the option of getting vaccinated at hospital centers or camps at selected IBM locations. We are working closely with the concerned authorities on this
- **Dedicated 24X7 Medical Helpline with Portea:** IBM has launched a dedicated helpline through Portea Health Care Services - for a variety of services including doctor consultation, medical/home care services, and testing services. This helpline is the first point of contact for support for any medical help.
- **Access to Oxygen Concentrators**
IBM has procured oxygen concentrators to support IBMers and their family members. We have partnered with Portea Health Care Service to deploy these oxygen concentrators across Bangalore, NCR (Delhi, Gurgaon, Noida), Kolkata, Chennai, and Hyderabad.
- **Eldercare Support with Samarth:** IBM has partnered with Samarth, one of India's leading organizations supporting the elderly by creating a COVID care system. Samarth will help the elders deal with the pandemic by providing 24/7 emergency assistance, home care resources, medicines, doctor tele-consultations, food services, oxygen, and requirement for other equipment as needed.
- **COVID Care Center:** We have worked with Apollo Hospital to offer medically supervised "step down" facilities at designated hotels in every major city where IBMers and immediate family members can quarantine in case it's not feasible at home.
- **Emergency Transport for Medical Needs:** We are offering an emergency transport facility 24x7 for medical requirements for both employees and their immediate family members who are COVID-19 positive (for transport to a medical facility) and those who are COVID-19 negative (for procuring medical supplies or attend to impacted family members).
- **Additional Insurance Coverage:** IBM is providing additional insurance coverage for each insured employee and their covered dependents (spouse and children) for up to Rs. 5 Lakhs per member covered.
- **Meal Delivery Service**
We have tied up with HungerBox for the delivery of freshly prepared meals, ensuring the highest levels of hygiene and safety measures. The service is currently available in Bangalore, NCR, Hyderabad, Chennai, Kolkata, Mumbai, Pune, and Vishakhapatnam.

Leverage the Power of Tech for good



- **COVID Assist:** We have launched COVID Assist, a Watson Assistant powered AI bot, to channelize the requests around critical resources such as ambulance, oxygen, medicine, hospital beds, in an efficient manner. It will also help you connect with the IBM Squad volunteers on ground.

Mobilizing the collective power of the IBMers

- **IBMer volunteer COVID squads :** We have organized squad groups staffed by IBMer volunteers to take service requests and match them to verified sources of available resources - Hospital Beds, ICUs, Oxygen requirements, ambulances, medicines, and more. With over 2000 volunteers already signed up, this is really making a difference to quickly triage requests and ensure that needs are matched to resources available nationally.
- While we do this, employee health and well-being remain a key priority for us. We have set up several **employee support groups across cities** to provide employees with a platform to discuss issues, challenges, concerns and coping mechanisms such as managing stress, staying active and promoting self-care. Covid Warrior stories to energise teams.
- IBM has partnered with [United Way of India](#) to drive an employee giving campaign. Employees can donate financially to the NGO and they in turn are working with several partners at the ground level to provide critical and emergency care for the community.
- IBMers are volunteering to become first responders on Covid-19 helplines through a collaboration with [StepOne](#). StepOne is an NGO having an interface with 18 state governments and is helping to train & deploy volunteers to respond to queries on the government helpline.

Leveraging our voice and influence to rally global support

- IBM is playing a key role in **Global Task Force on Pandemic Response** launched by the [US Chamber of Commerce](#) to aid India and other Covid-19 Hot-Spots. This includes Sourcing, shipping and delivering 1,000 ventilators; 25,000 oxygen concentrators and working with local partners to fund emergency hospital beds in communities where our teams live and work.

In addition, we are also closely engaged with the government and government agencies in India to offer our support and we are ready to do more.

Given the dynamic pandemic situation, IBM is constantly revising and updating any initiatives it has put in place to respond to the pandemic, And any of these programs and policies may be changed or withdrawn by IBM at its sole discretion. Please reach out to your HR contact to understand the current measures in place at IBM.



sset last name <sset@scmsgroup.org>

Placement drive for Image Info System...

1 message

SSET <sset@scmsgroup.org>

Fri, Apr 9, 2021 at 2:36 PM

To: amerinjohn@gmail.com, maneesh krishna <maneeshappus@gmail.com>, jamesmilna22@gmail.com, Neal Vinod <nealvinod71@gmail.com>, nimishamanoj033@gmail.com, rahulkr390@gmail.com, rosemolbiju15@gmail.com, "shimil.keldose" <shimilkeldose05@gmail.com>, Sten Benny <stenbenny02@gmail.com>, Varun S nair <varunsnair99@gmail.com>, vinaydeo1999@gmail.com, Vinay Stephen <vinaystephen1@gmail.com>, Vishnu Gopidas <vishnugopidas12@gmail.com>

Cc: "Shilpa P.C." <shilpapc@scmsgroup.org>, biniommen@scmsgroup.org

Dear students,

With regards to the placement drive for **Image Info System**, please be present at **Mbits Campus on 12th April, 2021 by 9.30 a.m. sharp.**

Best wishes.

Placement cell.

Please note that once you register you are supposed to take the placement test and remaining procedures without fail. If you register and you don't take the test without proper intimation to the placement department, you will not be considered for further placement opportunities.

Shortlisted Second List

S.No.	Org Ref No	Name	Contact No
54	5	Nimisha Manoj	7907498673
55	7	ROSEMOL BIJU	7592929966
56	10	VARUN S NAIR	9633122897
57	11	Vinay Arun Deo	9745151839
58	New	Devika T U	9188742429
59	8	Krishnapriya B	
60	New	Sinshy N	
61	47	Dennis Sebastian	
62	201	Anns mol Vinson	
63	238	POOJA C SUNDAR	

Shortlisted Second List

List of Shortlisted Candidates	
email address	Course
nimishamanoj033@gmail.com	CSE
rosemolbiju15@gmail.com	CSE
varunsnair99@gmail.com	CSE
vinaydeo1999@gmail.com	CSE
devikaunni8@gmail.com	CSE
	CSE
	CSE
	MCA
	CSE
	MCA

Shortlisted Second List

College
(SCMS) - SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY
(SCMS) - SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY
(SCMS) - SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY
(SCMS) - SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY
(NCE) - Nirmala College of Engineering
(ASIET) - Adi Shankara Institute of Engineering and Technology
(SNGCE) - Sree Narayana Gurukulam College of Engineering
Marian College Kuttikkanam
(VJCET) - Viswajyothi College of Engineering and Technology
(MACE) - Mar Athanasius College of Engineering

Shortlisted Second List

Date of Interview	Time of Interview
15-04-2021	Between 10:30 - 13:30
15-04-2021	Between 10:30 - 13:30
15-04-2021	Between 10:30 - 13:30
15-04-2021	Between 02:30 - 16:30
15-04-2021	Between 02:30 - 16:30
15-04-2021	Between 02:30 - 16:30
15-04-2021	Between 02:30 - 16:30
15-04-2021	Between 02:30 - 16:30
15-04-2021	Between 02:30 - 16:30
15-04-2021	Between 02:30 - 16:30

S. No.	Name	Gender	Contact Number	Email ID
1	ADITH RAJESH	Male	8921498390	adithgcmms13@gmail.com
2	STEVIN FELIX	Male	8281488734	stevin.felix9@gmail.com
3	JOTHIKA MOHAN	Female	7994728588	jothikamohan98@gmail.com
4	DONA LAL	Female	9074158814	donala28@gmail.com
5	Sreelakshmi T S	Female	8848505220	sreelakshmits17@gmail.com
6	Krishnapriya B	Female	8921858525	krishnapriyabbiju@gmail.com
7	Aalap P Joshy	Male	9446488647	aalappjoshy@gmail.com
8	Saurav S Krishnan	Male	8137963273	sauravkrishnan47@gmail.com
9	Sandra Surendran	Female	6282229377	surendransandy@gmail.com
10	Riya Cherian	Female	8157803242	riyacherian1999@gmail.com
11	CHAITHRA BHADRAN	Female	9497673588	chaithra080@gmail.com
12	Seethal Paul	Female	9074989710	seethuanna1@gmail.com
13	Basil Mathai	Male	7559924780	basilmathaiofficial@gmail.com
14	Jobin Joy	Male	8606421548	jobinjoy2021@gmail.com
15	Liya Sara Paul	Female	8848670533	saraliya2000@gmail.com
16	ALAN MATHEW	Male	8078393318	alanthundiyl@gmail.com
17	SREEHARI SOMAN	Male	9526015739	sreeharisoman997@gmail.com
18	SREELATHAUNNI K P	Female	9495308496	m18cse005@mace.ac.in
19	MARY JOY	Female	9747495053	maryjoy1634@gmail.com
20	AGNES P. P	Female	6238308566	agnesgeen97@gmail.com
21	MERLIN KURIAN	Female	9074402765	merlinpunchakarayil@gmail.com
22	POOJA C SUNDAR	Female	9061756035	poojacsundar@gmail.com
23	AKSHAY PRABHA MANU	Male	7025073308	akshaymanu424@gmail.com
24	Karun Kumar C P	Male	9074278463	karuncppk@gmail.com
25	Anju Gigi	Female	9656441320	anjugigi99@gmail.com
26	Anna Kuriakose	Female	8330866496	annakuriakose3@gmail.com
27	Jees Mariya Tony	Female	9562690863	jeesmaria17@gmail.com
28	Aparna P V	Female	8590311139	aparnavinoy2000@gmail.com
29	Irfan Shereef	Male	9061754424	irfanshereef95@gmail.com
30	Devika T U	Female	9188742429	devikaunni8@gmail.com
31	VARUN S NAIR	Male	9633122897	varunsnair99@gmail.com
32	Nimisha Manoj	Female	7907498673	nimishamanoj033@gmail.com
33	ROSEMOL BIJU	Female	7592929966	rosemolbiju15@gmail.com
34	MILNA JAMES	Female	9188024669	jamesmilna22@gmail.com
35	Subin M	Male	6238271431	subinm1999@gmail.com
36	Jiya George	Female	8078405501	jiyageorge21@gmail.com
37	Sandra Raju	Female	9562528650	sandraraju547@gmail.com
38	Riya Theresa Abraham	Female	7907898118	riya.abraham66@gmail.com
39	Athira M Nair	Female	8943653829	athiramnair1999@gmail.com
40	Nidhina Tom	Female	9645717515	nidhinatom777@gmail.com
41	Ashily Mathai	Female	9400261300	ashilymathai99@gmail.com
42	Anusree V A	Female	8111850312	anuva312@gmail.com
43	Sneha Anna Roy	Female	7356462890	ahensanna93@gmail.com
44	Anns mol Vinson	Female	7902249190	annsmolvinson@gmail.com

45	Stephen George	Male	8129160515	stephengeorge1022@gmail.com
46	Anie Antony	Female	9207905420	anieantony98@gmail.com
47	Dennis Sebastian	Male	7025225831	dennisparathanathu@gmail.com

Course	College
CSE	(AISAT) - Albertian Institute of Science & Technology
CSE	(AISAT) - Albertian Institute of Science & Technology
CSE	(AISAT) - Albertian Institute of Science & Technology
CSE	(AISAT) - Albertian Institute of Science & Technology
CSE	(ASIET) - Adi Shankara Institute of Engineering and Technology
CSE	(ASIET) - Adi Shankara Institute of Engineering and Technology
CSE	(ASIET) - Adi Shankara Institute of Engineering and Technology
CSE	(ASIET) - Adi Shankara Institute of Engineering and Technology
CSE	(ASIET) - Adi Shankara Institute of Engineering and Technology
CSE	(ASIET) - Adi Shankara Institute of Engineering and Technology
CSE	(CE MUNNAR) - College of Engineering Munnar
CSE	(ICET) - Ilahia College of Engineering and Technology
CSE	(ICET) - Ilahia College of Engineering and Technology
CSE	(ICET) - Ilahia College of Engineering and Technology
CSE	(ICET) - Ilahia College of Engineering and Technology
B.TECH-CSE	(MACE) - Mar Athanasius College of Engineering
MCA	(MACE) - Mar Athanasius College of Engineering
M.TECH-CSE	(MACE) - Mar Athanasius College of Engineering
MCA	(MACE) - Mar Athanasius College of Engineering
MCA	(MACE) - Mar Athanasius College of Engineering
MCA	(MACE) - Mar Athanasius College of Engineering
MCA	(MACE) - Mar Athanasius College of Engineering
MCA	(MACE) - Mar Athanasius College of Engineering
MCA	(MACE) - Mar Athanasius College of Engineering
CSE	(MBC CET PEERMADE) - Mar Baselios Christian College of Engineering and Technology
CSE	(MBITS) - Mar Baselios Institute of Technology and Science
CSE	(MBITS) - Mar Baselios Institute of Technology and Science
CSE	(MBITS) - Mar Baselios Institute of Technology and Science
CSE	(MBITS) - Mar Baselios Institute of Technology and Science
CSE	(MITS/ Muthoot) - Muthoot Institute of Technology & Science
CSE	(NCE) - Nirmala College of Engineering
CSE	(SCMS) - SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY
CSE	(SCMS) - SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY
CSE	(SCMS) - SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY
CSE	(SCMS) - SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY
CSE	(SJCET) - St. Joseph's College of Engineering and Technology, Palai
CSE	(SJCET) - St. Joseph's College of Engineering and Technology, Palai
CSE	(SJCET) - St. Joseph's College of Engineering and Technology, Palai
CSE	(SJCET) - St. Joseph's College of Engineering and Technology, Palai
CSE	(SJCET) - St. Joseph's College of Engineering and Technology, Palai
CSE	(SJCET) - St. Joseph's College of Engineering and Technology, Palai
CSE	(SNGCE) - Sree Narayana Gurukulam College of Engineering
CSE-A	(VAST) - Vidya Academy of Science and Technology, Thrissur
CSE	(VJCET) - Viswajyothi College of Engineering and Technology
CSE	(VJCET) - Viswajyothi College of Engineering and Technology

CSE	(VJCET) - Viswajyothi College of Engineering and Technology
MCA	Marian College Kuttikkanam
MCA	Marian College Kuttikkanam



sset last name <sset@scmsgroup.org>

Fwd: Infosys select - Congratulations

1 message

Jayanand B <jayanand@scmsgroup.org>
To: SSET <sset@scmsgroup.org>

Tue, Oct 26, 2021 at 10:17 AM

Madam,

Please update our records

Regards,

Jayanand B

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

From: **Anuj Yadav** <anujyadav@bigleaponline.com>
Date: Mon, Oct 25, 2021 at 6:05 PM
Subject: Infosys select - Congratulations
To: <jayanand@scmsgroup.org>
Cc: Vandana . <vandana@bigleaponline.com>

Dear TPO,

Many congratulations.

Please be informed below are the 2020/21 batch candidates update from Infosys.

Online eligible

ARDRA NAIR	ardra.souparnika@gmail.com	8086278731	SCMS School of Engineering and Technology
Rithwik S Menon	rithwikmenons@gmail.com	7012715036	SCMS School of Engineering and Technology
Vishnu Gopidas	vishnugopidas12@gmail.com	9400615915	SCMS School of Engineering and Technology
Akhil Paul	akhilthomaspaull@gmail.com	7356419432	SCMS School of Engineering and Technology
Anzu Merin John	amerinjohn@gmail.com	7902630344	SCMS School of Engineering and Technology
Ashil Basheer	ashilkb848@gmail.com	996140696	SCMS School of Engineering and Technology
Maneesh Krishna M	maneeshappus@gmail.com	8281692433	SCMS School of Engineering and Technology
Meera C Anil	meeracaniil.444@gmail.com	8848884384	SCMS School of Engineering and Technology
Mohammed Suhaib V A	msuhaib010@gmail.com	7025370616	SCMS School of Engineering and Technology
Neal A Vinod	nealvinod7@gmail.com	7902539459	SCMS School of Engineering and Technology
Nimisha Manoj	nimishamanoj033@gmail.com	7907498673	SCMS School of Engineering and Technology
Sten Benny	stenbenny02@gmail.com	7909154709	SCMS School of Engineering and Technology
Abhijith Chacko	abhijithultimate07@gmail.com	8078152079	SCMS School of Engineering and Technology
Parvathi P J	parvathijoshi09@gmail.com	7594071337	SCMS School of Engineering and Technology

Online passed/tech eligible

Maneesh Krishna M	maneeshappus@gmail.com	8281692433	SCMS School of Engineering and Technology
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Final selection

Maneesh Krishna M	maneeshappus@gmail.com	8281692433	SCMS School of Engineering and Technology
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We are looking forward to serving your campus for 2022 and upcoming years.

Kindly provide data for the 2022 batch and accordingly opportunities will be shared with all.

--

Kind Regards

Anuj Yadav**+91 9778413309****Relationship Officer**

(Sales & Support (Campus Placement Advisory Team))



Cochin :

BigLeap Solutions Pvt Ltd

ExpertLines Tower, TOG Road, Kalamassery, Kerala, India

Mob: 04952724607

KP Vllam Road, Kadavanthara Cochin-20

Mob: 8078536664 , 90618065626

Corporate office - Calicut :

BigLeap Solutions Pvt Ltd

4th Floor, Markaz Complex, Mavoor Rd,

Kozhikode, Kerala, India - 673004

T: 04952724607 | E: prasanth@bigleaponline.com
W: bigleaponline.com/ | W: passionleap.in/



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Infosys Recruitment Process
Survey - Please share your
feedback Inbox



Infosys Freshers Recr... Mar 26

to me 



Dear Ajay S,

Congratulations on successfully clearing the **Infosys** selection process.

Since you have progressed through all the stages of our recruitment process, it would be great if you could spare 3-4 minutes to share a feedback on your experience.

Your feedback will help us assess and improve these processes.

Please [click here](#) to share your feedback.

Please note that this survey is accessible from the latest updated version of Chrome, Edge, Firefox and Safari only. IE is not supported.

We look forward to welcome you into the **Infosys** family.

Best regards,

Talent Acquisition

Infosys

July 18, 2021

HRD/3T/1001698041/21-22

Ms. Akshara K R
Moothakunnam p.o /96A
North Paravur
Ernakulam-683516
India

Ph: +91-7902600801

Dear Akshara,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.07.18 18:11:45 IST
Reason: Digitally Signed
Location: Bangalore

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

July 18, 2021

HRD/1001698041/21-22

Ms. Akshara K R
Moothakunnam p.o /96A
North Paravur
Ernakulam-683516
India

Ph: +91-7902600801

Dear Akshara,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **30-Aug-2021**.

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Agreement

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

Compensation and Benefits

Salary

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

Training Performance - linked Incentive

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

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

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

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

ANNEXURE - I
(Compensation during the Training)

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

ANNEXURE - II
(Compensation post Unit allocation)

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

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)	150

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

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

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

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

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



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

From: **Infosys Limited** <offers@infosys.com>

Date: Mon, Jun 14, 2021, 7:18 PM

Subject: Infosys Limited

To: aksharakrajesh7@gmail.com

<aksharakrajesh7@gmail.com>

Dear Candidate,

Greetings! We hope you and your family are safe and well.

As we are initiating our virtual onboarding process for Freshers, we request you to provide us with some vital system information from your side.

Kindly click here to update your details at the earliest and your candidate ID is **1001698041**

Please note, it is essential for you to update details on the link shared above for us to accelerate your virtual onboarding process.

If you have any queries, please write to us at offer_update@infosys.com.

We look forward to welcoming you at Infosys.

Regards





Infosys Recruitment Process Survey - Please share your feedback

Inbox



Infosys Freshers Re... 26 Mar
to me ▾




Dear Anupa T Sebastian,

Congratulations on successfully clearing the Infosys selection process.

Infosys Limited  



 **Infosys Limited** <offers@infosys.com>
to me +

Mon, Jan 14, 7:27 PM (10 days ago) ☆ ↶ ⋮

Dear Candidate,

Greetings! We hope you and your family are safe and well.

As we are initiating our virtual onboarding process for Freshers, we request you to provide us with some vital system information from your side. Kindly [click here to update your details](#) in the portal and your candidate ID is **1001790887**

Please note: It is essential for you to update details on the link shared above for us to accelerate your virtual onboarding process.

If you have any queries, please write to us at offer_updates@infosys.com.

We look forward to welcoming you at Infosys.

Regards,

Talent Acquisition
Infosys Limited



July 26, 2021

HRD/3T/21-22/1001698012

Ms. Hida Rahman
Candidate ID: 1001698012
Valiyaparambil (H), Veemboor
Mariyad P.O, Manjeri, Malappuram, Kerala
Malappuram - 676122
Kerala
India
Ph: (91) 90480 77040

Dear Hida,

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Systems Engineer** in Job Level 3 with the company. Your DoJ is **September 13, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 360000** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

July 18, 2021

HRD/3T/1001697967/21-22

Mr. Ijaz M.
Mrra-55A, Kargil Road, Moolepadam Road,
Vazhakkala, Kakkanad West
Ernakulam-682030
India

Ph: +91-8921659031

Dear Ijaz,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Confirmation signed by Richard Lobo
email: rlobo@infosys.com
Digitally signed by Richard Lobo
Date: 2021.07.13 15:10 IST
Reason: Digital Signature
Location: Bangalore

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

July 18, 2021

HRD/1001697967/21-22

Mr. Ijaz M.
Mrra-55A, Kargil Road, Moolepadam Road,
Vazhakkala, Kakkanad West
Ernakulam-682030
India

Ph: +91-8921659031

Dear Ijaz,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **30-Aug-2021**.

Location

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

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

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

Training

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

July 18, 2021

HRD/3T/1001702262/21-22

Mr. Roshan Prasad
Pearl Park, B T3, Odumbra,
Olavanna(P.O),
Calicut-673019
India

Ph: +91-9747778527

Dear Roshan,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.07.18 13:38:56 IST
Reason: Digitally Signed
Location: Bangalore

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

HRD/1001702262/21-22

July 18, 2021

Mr. Roshan Prasad
Pearl Park, B T3, Odumbra,
Olavanna(P.O),
Calicut-673019
India

Ph: +91-9747778527

Dear Roshan,

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

Here are the terms and conditions of our offer:

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Your scheduled date of employment with us will be **30-Aug-2021**.

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

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

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

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

ANNEXURE - I
(Compensation during the Training)

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

ANNEXURE - II
(Compensation post Unit allocation)

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

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)	150

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

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

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

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

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

July 18, 2021

HRD/3T/1001701601/21-22

Ms. Shallet T Eldho
9/485
THANDEKKADAN HOUSE, PADUVAPURAM P.O
Ernakulam-683576
India

Ph: +91-9633730442

Dear Shallet,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.07.18 18:53:31 IST
Reason: Digitally Signed
Location: Bangalore

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

HRD/1001701601/21-22

July 18, 2021

Ms. Shallet T Eldho
9/485
THANDEKKADAN HOUSE, PADUVAPURAM P.O
Ernakulam-683576
India

Ph: +91-9633730442

Dear Shallet,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **30-Aug-2021**.

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Agreement

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

Compensation and Benefits

Salary

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

Training Performance - linked Incentive

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

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

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

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Shallet T Eldho			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
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)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post Unit allocation)

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

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)	150

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

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

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

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

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



July 26, 2021

HRD/3T/21-22/1001701944

Mr. Nadeem Ahmed V A
Candidate ID: 1001701944
Razna House
Panayikulam P.O Alangad
Ernakulam - 683511
Kerala
India
Ph: (91) 89212 64722

Dear Nadeem Ahmed,

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Systems Engineer** in Job Level 3 with the company. Your DoJ is **November 8, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 360000** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,



RICHARD LOBO
EVP and Head Human Resources – Infosys Limited



July 26, 2021

HRD/3T/21-22/1001698557

Mr. Navaneeth Krishnakumar
Candidate ID: 1001698557
Souparnika
Zilla Court Ward Thathampally Po
Alappuzha - 688013
Kerala
India
Ph: (91) 89216 58438

Dear Navaneeth,

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Systems Engineer** in Job Level 3 with the company. Your DoJ is **November 8, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 360000** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

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Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited



July 26, 2021

HRD/3T/21-22/1001701005

Mr. Pranav P
Candidate ID: 1001701005
Pranavam House
Thoppumpady
Ernakulam - 682005
Kerala
India
Ph: (91) 82816 26898

Dear Pranav,

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Systems Engineer** in Job Level 3 with the company. Your DoJ is **November 8, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 360000** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited



July 26, 2021

HRD/3T/21-22/1001698079

Mr. Rohith K V
Candidate ID: 1001698079
Keezhara House
Meloore P O
Thrissur - 680311
Kerala
India
Ph: (91) 94008 92594

Dear Rohith,

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Systems Engineer** in Job Level 3 with the company. Your DoJ is **November 8, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 360000** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

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Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited



July 26, 2021

HRD/3T/21-22/1001701980

Mr. Sravan Vinod K
Candidate ID: 1001701980
Marampilly
Kakkassery(H)
Ernakulam - 683105
Kerala
India
Ph: (91) 80783 12160

Dear Sravan,

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Systems Engineer** in Job Level 3 with the company. Your DoJ is **November 8, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 360000** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

Infosys Limited  **Inbox**



Infosys Limited <offers@infosys.com>
to me

Mon, Jun 14, 8:11 PM (11 days ago)



Dear Candidate,

Greetings! We hope you and your family are safe and well.

As we are initiating our virtual onboarding process for Freshers, we request you to provide us with some vital system information from your side. Kindly [click here to update your details](#) at the earliest and your candidate ID is 1001702003

Please note, it is essential for you to update details on the link shared above for us to accelerate your virtual onboarding process.

If you have any queries, please write to us at offer_update@infosys.com

We look forward to welcoming you at Infosys.

Regards,

Talent Acquisition
Infosys Limited



July 26, 2021

HRD/3T/21-22/1001701312

Ms. Joanne George
Candidate ID: 1001701312
418
Nellickal House, Kuttapuzha P.O, Thiruvalla
Thiruvalla - 689103
Kerala
India
Ph: (91) 79022 01284

Dear Joanne,

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Systems Engineer** in Job Level 3 with the company. Your DoJ is **November 8, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 360000** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,



RICHARD LOBO
EVP and Head Human Resources – Infosys Limited



Jyothish A <athi.jyothish@gmail.com>

Infosys Limited

Infosys Limited <offers@infosys.com>
To: "athi.jyothish@gmail.com" <athi.jyothish@gmail.com>

Mon, Jun 14, 2021 at 7:30 PM

Dear Candidate,

Greetings! We hope you and your family are safe and well.

As we are initiating our virtual onboarding process for Freshers, we request you to provide us with some vital system information from your side.

Kindly click here to update your details at the earliest and your candidate ID is **1001697969**

Please note, it is essential for you to update details on the link shared above for us to accelerate your virtual onboarding process.

If you have any queries, please write to us at offer_update@infosys.com.

We look forward to welcoming you at Infosys.

Regards,

Talent Acquisition

Infosys Limited



July 26, 2021

HRD/3T/21-22/1001702866

Mr. Sayooj Suresh
Candidate ID: 1001702866
Kuruppampalath (H), Ambalanada East
P.O P.Vemballur, Kodungallur, Thrissur, Kerala
Thrissur - 680671
Kerala
India
Ph: (91) 81130 99762

Dear Sayooj,

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Systems Engineer** in Job Level 3 with the company. Your DoJ is **November 8, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 360000** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

Mr. Adithya Manoj
Kalpaka Castle,
Edappally, Subash Nagar

17th May, 2021

OFFER LETTER

Dear Mr. Adithya Manoj,

Congratulations!!

Further to the discussion you had with us, we are pleased to offer you the post of **Software Developer** at Innovature, or in such other capacity the company shall from determine time to time. I believe that your talents will not only benefit Innovature but also that our mutual relationship will assist you in reaching your personal and professional goals.

You are requested to be available online on **12th July, 2021** by **10.00 AM**. You shall be based at our **Kochi Development Centre** initially and should be willing to travel or re-locate on-site for business purposes at any given point of time.

Your annual compensation shall be INR Rs. **2,64,000** /- (Rupees **Two Lakhs Sixty-Four Thousand** only) per annum (CTC) as shown in Annexure A. Your compensation may also include Insurance, Casual, Sick and Privilege leave and other benefits as per corporate policy. Detailed compensation plan will be provided in the Employment Agreement given to you at the time of joining. Kindly note that your compensation is strictly confidential between you and Innovature. Disclosing this information to third parties would be considered a violation of the confidentiality policy and may be liable of disciplinary action. You will be on probation for **12** months from the date of your joining and your services will be confirmed in writing after the successful completion of your probation period. The probation period may be extended if your performance does not meet expectations.

I am anticipating that you will accept this offer by **17th May, 2021**. Upon joining you will be required to sign an "Employment Agreement". You will also be required to bring the documents as shown in Annexure A (along with photocopies), on the date of your reporting. Kindly note that this offer is strictly contingent upon satisfactory review of your reference/ background checks and the certification of any relevant academic and professional credentials.

Please indicate your acceptance of this offer by signing one copy of this letter in the space provided below. I am eagerly looking forward to having you join our team. Should you have any questions, please do not hesitate to contact me. We wish you a successful and rewarding career with us.

For Innovature



Vincy CV
Manager - HR

I accept this action as outlined above and confirm that my start date is **12th July, 2021:**

Signature:

Name:

Date:

Annexure A

A) CTC Break-up

Particulars	Monthly (INR)	Annual (INR)
Fixed Components		
Basic Pay	₹ 6000	₹ 72000
HRA	₹ 2400	₹ 28800
Conveyance Allowance	₹ 1600	₹ 19200
Special Allowance	₹ 4823	₹ 57876
Leave Travel Allowance (LTA)	₹ 600	₹ 7200
Gross Salary	₹ 1,5,423	₹ 1,85,076
Employee Benefits (Employer Contributions)		
Provident Fund (PF)	₹ 720	₹ 8640
Gratuity	₹ 289	₹ 3468
Welfare Fund	₹ 20	₹ 240
ESI	₹ 548	₹ 6576
Term Linked Bonus (Paid Bi-Monthly after Term Completion)		
Term Linked Bonus (TLB)	₹ 5000	₹ 60000
Grand CTC	₹ 22,000	₹ 2,64,000
Grand CTC in words: Rupees Two Lakhs Sixty Four Thousand per annum.		

Notes:

1. Statutory employee contribution towards PF to be deducted as per the Govt. of India PF guidelines.
2. Eligibility for Gratuity to be as per provisions of the Payment of Gratuity Act Govt. of India).
3. Tax deductions will apply as per provisions of Govt. of India Income Tax Laws.
4. Term Linked Bonus (TLB) to be paid after completion of 1 year on a bi-monthly schedule during the subsequent term.
5. Bonus component (TLB) payout to be applicable only for employees who are on active payroll at the day of the bonus payout. Bonuses will not be pro-rated for pay out and will not be applicable for employees who have been terminated, on notice-periods, on performance improvement plans, or have resigned prior to the bonus payout date.

B) List of Joining Documents

1. Photographs (Passport size) - 3 No's.
2. Photo Identity & Address Proof Documents - Originals & copies of Passport and PAN Card (all are mandatory).
3. Academic Credentials- Originals & Copies.



Mr. Vishnuraj KR
Kulangara thekke madom
West koratty
Mambra p.o - 680308

17th May, 2021

OFFER LETTER

Dear Mr. Vishnuraj KR,

Congratulations!!

Further to the discussion you had with us, we are pleased to offer you the post of **Software Developer** at Innovature, or in such other capacity the company shall from determine time to time. I believe that your talents will not only benefit Innovature but also that our mutual relationship will assist you in reaching your personal and professional goals.

You are requested to be available online on **12th July, 2021 by 10.00 AM**. You shall be based at our **Kochi Development Centre** initially and should be willing to travel or re-locate on-site for business purposes at any given point of time.

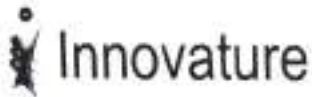
Your annual compensation shall be INR Rs. **2,64,000** /- (Rupees **Two Lakhs Sixty-Four Thousand** only) per annum (CTC) as shown in Annexure A. Your compensation may also include Insurance, Casual, Sick and Privilege leave and other benefits as per corporate policy. Detailed compensation plan will be provided in the Employment Agreement given to you at the time of joining. Kindly note that your compensation is strictly confidential between you and Innovature. Disclosing this information to third parties would be considered a violation of the confidentiality policy and may be liable of disciplinary action. You will be on probation for **12 months** from the date of your joining and your services will be confirmed in writing after the successful completion of your probation period. The probation period may be extended if your performance does not meet expectations.

I am anticipating that you will accept this offer by **17th May, 2021**. Upon joining you will be required to sign an "Employment Agreement". You will also be required to bring the documents as shown in Annexure A (along with photocopies), on the date of your reporting. Kindly note that this offer is strictly contingent upon satisfactory review of your reference/ background checks and the certification of any relevant academic and professional credentials.

Please indicate your acceptance of this offer by signing one copy of this letter in the space provided below. I am eagerly looking forward to having you join our team. Should you have any questions, please do not hesitate to contact me. We wish you a successful and rewarding career with us.

Innovature Software Labs (P) Ltd.

18th Floor, Trans Asia Cyber Park, Infopark SEZ, Phase 2, Kakkanad, Cochin, Kerala, India-682303
Ph # +91 484 4038120 www.innovature.ai CIN: U72200KL2005PTC018749



For Innovature

A handwritten signature in black ink, appearing to be "Vincy CV".

Vincy CV
Manager - HR

I accept this action as outlined above and confirm that my start date is **12th July, 2021**:

Signature: A handwritten signature in black ink, appearing to be "Vishnuraj K.R." with a small star above the 'j'.

Name: VISHNURAJ K.R

Date: 26/05/2021

Annexure A

A) CTC Break-up

Particulars	Monthly (INR)	Annual (INR)
Fixed Components		
Basic Pay	₹ 6000	₹ 72000
HRA	₹ 2400	₹ 28800
Conveyance Allowance	₹ 1600	₹ 19200
Special Allowance	₹ 4823	₹ 57876
Leave Travel Allowance (LTA)	₹ 600	₹ 7200
Gross Salary	₹ 1,5,423	₹ 1,85,076
Employee Benefits (Employer Contributions)		
Provident Fund (PF)	₹ 720	₹ 8640
Gratuity	₹ 289	₹ 3468
Welfare Fund	₹ 20	₹ 240
ESI	₹ 548	₹ 6576
Term Linked Bonus (Paid Bi-Monthly after Term Completion)		
Term Linked Bonus (TLB)	₹ 5000	₹ 60000
Grand CTC	₹ 22,000	₹ 2,64,000
Grand CTC in words: Rupees Two Lakhs Sixty Four Thousand per annum.		

Notes:

1. Statutory employee contribution towards PF to be deducted as per the Govt. of India PF guidelines.
2. Eligibility for Gratuity to be as per provisions of the Payment of Gratuity Act Govt. of India).
3. Tax deductions will apply as per provisions of Govt. of India Income Tax Laws.
4. Term Linked Bonus (TLB) to be paid after completion of 1 year on a bi-monthly schedule during the subsequent term.
5. Bonus component (TLB) payout to be applicable only for employees who are on active payroll at the day of the bonus payout. Bonuses will not be pro-rated for pay out and will not be applicable for employees who have been terminated, on notice-periods, on performance improvement plans, or have resigned prior to the bonus payout date.

B) List of Joining Documents

1. Photographs (Passport size) - 3 No's.
2. Photo Identity & Address Proof Documents - Originals & copies of Passport and PAN Card (all are mandatory)

Innovature Software Labs (P) Ltd.

18th Floor, Trans Asia Cyber Park, Infopark SEZ, Phase 2, Kakkanad, Cochin, Kerala, India-682303
Ph # +91 484 4038120 www.innovature.ai CIN: U72200KL2005PTC018749

3. Academic Credentials- Originals &Copies.

Date:07-Jul-2021

To

AMEENA AZAD
INDIA

Dear AMEENA AZAD,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an ENGINEER in the Salary Grade C1 subject to the following terms and conditions.
 - 2.1. a) You should complete the Degree which you are now pursuing without any backlog (subjects where you have not obtained the passing marks) at the time of joining
 - b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:
$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$
$$\text{Aggregate \%} = \text{Aggregate} * 100$$
 - c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.
 - 2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme and the training location will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs.
 - 2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent emails.


Ameena Azad (Jul 8, 2021 09:48 GMT+5.5)

2.4. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.5. The period of Orchard is 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree.

2.6. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time

2.7. You shall bring with you the following documents at the time of reporting for Training at Mindtree, Kalinga, Bhubaneshwar, for completing the joining formalities.

- 10th, 12th and graduation (all semesters) mark sheets originals and 2 sets of photocopies
- Degree completion/provisional certificate originals and 2 sets of photocopies
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

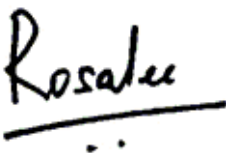
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited




Rosalee M Kombial
Vice President-People Function


Ameena Azad (Jul 8, 2021 09:48 GMT+5.5)

Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

I, AMEENA AZAD, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	 Ameena Azad (Jul 8, 2021 09:48 GMT+5.5)
Your Name in Capital letters	AMEENA AZAD

Annexure 1

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

Name : AMEENA AZAD

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

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

- **INR 6000** per month covering for accommodation on twin share basis on a subsidized cost if your training location is Mindtree Kalinga (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance during your learning program will be **INR 550 per month.**
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for 2021 - 2022 is as follows.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



Annexure 2

Compensation stack effective from date of confirmation

Name : AMEENA AZAD

Salary Grade : C1

Designation : ENGINEER

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

Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	352,008
Bonus / Variable Compensation**	48,000
Annual Cost to Company	400,008

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


Ameena Azad (Jul 8, 2021 09:48 GMT+5.5)

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

- You will be given an option to increase the coverage from INR 500,000. Top up options with additional/higher insurance coverage are available as per policy. If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

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

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

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



Ameena Azad (Jul 8, 2021 09:48 GMT+5.5)

Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of **joining for convenience and identification**.
2. The term, 'the Company' refers to Mindtree Limited.
3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time **and shall have to be read along with the rules, regulations and policies of the Company**.
4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**
5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

- 6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.
- 6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.
- 6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.
- 6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as Communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.


Ameena Azad (Jul 8, 2021 09:48 GMT+5.5)



Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of Employment

7.1 Upon confirmation, your designation will be ENGINEER and in the Salary Grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

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

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

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

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

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.


Ameena Azad (Jul 8, 2021 09:48 GMT+5.5)

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of INR 26,000 per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 400,008.00 per annum. Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

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

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

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

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

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


Ameena Azad (Jul 8, 2021 09:48 GMT+5.5)

10. Vacation and leave

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

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

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

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

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

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

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

b) Termination for convenience

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


Ameena Azad (Jul 8, 2021 09:48 GMT+5.5)

11.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3) months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.
2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.
3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.


Ameena Azad (Jul 8, 2021 09:48 GMT+5.5)

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

- a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct and if it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your back ground check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

12.2 The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.

13. Other Agreements

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


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14. Transfer

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

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

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Kalinga, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

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

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

16. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.


Ameena Azad (Jul 8, 2021 09:48 GMT+5.5)

17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable during your stay at Mindtree's Global Learning Center at Mindtree Kalinga, Bhubaneswar, for the Orchard program as well as outside of Mindtree at any other Mindtree premises. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Kalinga and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

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

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

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

19. Reimbursement of travel expense for joining Mindtree

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

20. Personal Safety and conduct

You understand that Kalinga is a residential facility and you shall accordingly upon leaving the campus for your outings or otherwise, have the responsibility of informing your family about your safety and whereabouts. While you are outside the Kalinga Campus or outside a Mindtree premise at your own volition, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3


Ameena Azad (Jul 8, 2021 09:48 GMT+5.5)



Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.



4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.



Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."



In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.



Mindtree

A Larsen & Toubro Group Company

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

Agreed and Accepted

Signature : 
Ameena Azad (Jul 8, 2021 09:48 GMT+5:30)

Name : Ameena Azad

Date : Jul 8, 2021

Ref.No- MPTH_CD2021-0379

Dear Ajil Jaison,

College Name: **SCMS School of Engineering and Technology.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Trainee Associate Software Engineer'** in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
- Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum,** which would be effective 1st of subsequent month.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis - **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2021 passing out candidates anytime between June 1, 2021 to April 30, 2022. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent stands revoked and terminated.

Below list of documents are mandatory during the onboarding process:

- a. PAN card
- b. Aadhar card
- c. Passport

d. All semester marks sheets and graduation certificate

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to campushires@mphasis.com.

Thanks and Regards

Mphasis – Campus Team

Ref.No- MPTH_CD2021-0402

Dear Gayathri V,

College Name: **SCMS School of Engineering and Technology.**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Ltd. The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **'Trainee Associate Software Engineer'** in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,50,000(Two Lakh Fifty Thousand) per annum.**
- Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis, your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only) per annum,** which would be effective 1st of subsequent month.
- A training agreement for 24 months from your date of joining needs to be signed with Mphasis. In case of default, an amount of **INR 1,00,000** will be recovered from the employees.
- You are required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to any Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with LOI Cancellation.
- You are required to perform any role within Applications Tower of Mphasis - **Applications Development, Applications Testing, Application Production Support** etc. as per business requirement.

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe we have a historic opportunity of building a world class company. We also believe Mphasis is very unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your graduation (BE/ B Tech/ MCA) and scoring the aggregate percentage, as set by Mphasis, in the final academic examinations
2. Securing the required percentage in the evaluation at the end of your 3 months training program at Mphasis.
3. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.
4. On successful verification of documents and certificates provided by you.

Your joining date will be communicated after you clear the above conditions.

Important Note: It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

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Below list of documents are mandatory during the onboarding process:

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- c. Passport

d. All semester marks sheets and graduation certificate.

We look forward to welcoming you to **The Mphasis Learning Academy**. Should you need any further information, write to campushires@mphasis.com.

Thanks and Regards

Mphasis – Campus Team

Fwd: Mphasis_Letter of Intent! - sset@scmsgroup.org - SCMS Group of Institutions Mail

Fwd: Mphasis_Letter of Intent! - sset@scmsgroup.org - SCMS Group of Institutions Mail



Mu Sigma

Date: July 23, 2021

Anzu Merin John
Candidate ID: 24183790

Dear Anzu,

Congratulations - We are thrilled to invite you to embark on a Decision Sciences journey with Mu Sigma, the world's largest pure-play Big Data Analytics & Decision Support company. With a worldwide footprint, Mu Sigma acts as a Transformation Sherpa for its customers in their endeavor to change the way they compete.

Since inception, Mu Sigma has challenged traditional paradigms of learning modes, problem-solving, decision-making, and leadership to enable and accelerate the journey of young problem-solvers into global leaders that transform the journey of Fortune 500 organizations. **Our model has demonstrated that young and fearless decision sciences leaders can be groomed through unrivaled training & unparalleled work experience.**

With Mu Sigma, you belong to a special category of people who are not only building a path-breaking Company, but also laying the foundation for a new industry. You have a rare opportunity to be part of a team that is defining the space of decision sciences, as well as challenging widely held business practices and beliefs along the way.

At Mu Sigma, you will be challenged and you will challenge every day – you will be encouraged and rewarded for questions over answers, for challenging the status quo, for asking 'why not' over 'why', for being daring enough to counter experience with experiments, and for being bold enough to question traditional knowledge with new learnings. You will solve complex problems for Fortune 500 giants across Retail, Healthcare, CPG, Insurance, Automobile, and many other industries by combining Math, Business Acumen, Technology, Behavioral Sciences, and Design Thinking.

We trust you are as excited as us by the opportunities the future holds, and if you are committed to evolving into an elite decision sciences leader, **we invite you to undertake this journey with us.**

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Your Decision Sciences Journey with us – Overview & Structure

During your course of employment, you will be learning and delivering value real-time every day.

Up to 120 Days: Induction & Training

Your journey starts with a **LEARN-FROM-ANYWHERE, virtual** training program. You will undergo an immersive training in Mu Sigma's unique **Art of Problem Solving (AoPS™)** ecosystem to develop a problem-solving mindset that combines math, business, and technology with behavioral sciences & design thinking. You will be mentored to elevate your mindset, skillset, toolset, and you will be groomed by Decision Sciences practitioners who are abreast of current industry challenges and real-world problems, with access to Mu Sigma proprietary tools and central learning repository.

At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and **you will be ready to be allocated in different fulfillment or enablement teams at Mu Sigma.**

Trainee Decision Scientist Journey

During your journey as a Trainee Decision Scientist, you will explore a wide range of cross-industry and cross-functional real-world problems with Fortune 500 customers across multiple industry verticals and business horizontals. You will have a 360° view to problem-solving and will experience the full life-cycle of a problem, all the way from problem-definition to solution implementation within the customer organization. You will observe first-hand, the impact of your work on the decisions of leading global organizations and innovate closely with the CXOs and senior leadership of industries.

Apprentice Leader Journey

Subject to satisfactory performance, you will be promoted to an Apprentice Leader (AL). As an AL, you will be a member of Mu Sigma's leadership community. You will be tasked with driving revenue growth, managing key accounts and customer relationships, mentoring Trainee Decision Scientists (TDS), and contributing to organizational initiatives.

Mu Sigma Business Solutions Private Limited

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Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



TERMS & CONDITIONS

Joining Date:

- We are pleased offer you the position of Trainee Decision Scientist with Mu Sigma Business Solutions Private Limited ('Company') with a tentative start date from **August 18, 2021** ('Effective Date').

Compensation:

- Once you execute the contract of employment and come on rolls of the Company on the communicated employment start date, your Cost to Company as mentioned in the Annexure 1.

Medical Insurance:

- In addition to the above, you will also be eligible for Medical Insurance covering hospitalization expenses of up to **INR 300,000** for you and up to three of your dependents defined as per Company medical insurance scheme.
- Critical Illness benefit cover: This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the lifetime of the employee. This is applicable only for the employee.

General:

- This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time.
- You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs. PAN etc. in due course and execute agreements, which includes standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.
- You may write to us at campus_india@mu-sigma.com for any queries regarding this offer.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Governing law:

This Offer shall be governed, interpreted and enforced by and in accordance with the laws of India and courts in Bangalore shall have the exclusive jurisdiction.

Acceptance of our offer:

Please acknowledge your acceptance by signing below. We look forward to your association with Mu Sigma and wish you all the best for a long and exciting career here.

Sincerely,

A handwritten signature in black ink that reads "Deepa S. Mahesh".

Deepa S Mahesh

Director

Declaration

I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

Candidate name

Signature

Date

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Annexure 1

TOTAL Cost to Company Breakup (in INR)							
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2	Total compensation on Joining		3,00,000				
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9	4 th Performance linked Bonus (July 2025)					2,00,000**	
10	Total Cost to Company (Training cost & salary over four jumps)						40,00,000

*This is cost incurred by Mu Sigma for providing on the job training and will not be paid in cash to employee

****Performance linked Bonus pay-out as follows:**

- Top 20% performers get 200% of Bonus pay-out
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Notes

- Base fixed compensation over 4 jumps would be Rs. 25,00,000/-, additionally performance linked bonus over same tenure would range from Rs. 3,00,000 to Rs. 10,00,000. Accordingly, your total compensation over 4 jumps would be in the range of Rs. 28,00,000 to Rs. 35,00,000.
- Mu Sigma would be investing approx. Rs. 10,00,000 to provide critical training on building problem solving capability, business context and designing decision frameworks while using our Art of Problem Solving (AoPS™) ecosystem to solve real world problems of Fortune 500 organizations
- You should be on the rolls of the Company at the time of the payout to be eligible for the performance linked bonus. You will not be eligible for this payout if you have resigned/exited or are serving notice.

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CIN: U74140KA2005PTC036309



Mu Sigma

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Tenure calculated from date of joining	Penalty	Penalty amount (in INR)
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CIN: U74140KA2005PTC036309



Mu Sigma

Date: July 23, 2021

Gayathri V
Candidate ID: 24184275

Dear Gayathri,

Congratulations - We are thrilled to invite you to embark on a Decision Sciences journey with Mu Sigma, the world's largest pure-play Big Data Analytics & Decision Support company. With a worldwide footprint, Mu Sigma acts as a Transformation Sherpa for its customers in their endeavor to change the way they compete.

Since inception, Mu Sigma has challenged traditional paradigms of learning modes, problem-solving, decision-making, and leadership to enable and accelerate the journey of young problem-solvers into global leaders that transform the journey of Fortune 500 organizations. **Our model has demonstrated that young and fearless decision sciences leaders can be groomed through unrivaled training & unparalleled work experience.**

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Your Decision Sciences Journey with us – Overview & Structure

During your course of employment, you will be learning and delivering value real-time every day.

Up to 120 Days: Induction & Training

Your journey starts with a **LEARN-FROM-ANYWHERE, virtual** training program. You will undergo an immersive training in Mu Sigma's unique **Art of Problem Solving (AoPS™)** ecosystem to develop a problem-solving mindset that combines math, business, and technology with behavioral sciences & design thinking. You will be mentored to elevate your mindset, skillset, toolset, and you will be groomed by Decision Sciences practitioners who are abreast of current industry challenges and real-world problems, with access to Mu Sigma proprietary tools and central learning repository.

At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and **you will be ready to be allocated in different fulfillment or enablement teams at Mu Sigma.**

Trainee Decision Scientist Journey

During your journey as a Trainee Decision Scientist, you will explore a wide range of cross-industry and cross-functional real-world problems with Fortune 500 customers across multiple industry verticals and business horizontals. You will have a 360° view to problem-solving and will experience the full life-cycle of a problem, all the way from problem-definition to solution implementation within the customer organization. You will observe first-hand, the impact of your work on the decisions of leading global organizations and innovate closely with the CXOs and senior leadership of industries.

Apprentice Leader Journey

Subject to satisfactory performance, you will be promoted to an Apprentice Leader (AL). As an AL, you will be a member of Mu Sigma's leadership community. You will be tasked with driving revenue growth, managing key accounts and customer relationships, mentoring Trainee Decision Scientists (TDS), and contributing to organizational initiatives.

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TERMS & CONDITIONS

Joining Date:

- We are pleased offer you the position of Trainee Decision Scientist with Mu Sigma Business Solutions Private Limited ('Company') with a tentative start date from **August 18, 2021** ('Effective Date').

Compensation:

- Once you execute the contract of employment and come on rolls of the Company on the communicated employment start date, your Cost to Company as mentioned in the Annexure 1.

Medical Insurance:

- In addition to the above, you will also be eligible for Medical Insurance covering hospitalization expenses of up to **INR 300,000** for you and up to three of your dependents defined as per Company medical insurance scheme.
- Critical Illness benefit cover: This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the lifetime of the employee. This is applicable only for the employee.

General:

- This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time.
- You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs. PAN etc. in due course and execute agreements, which includes standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.
- You may write to us at campus_india@mu-sigma.com for any queries regarding this offer.

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Sincerely,

A handwritten signature in black ink that reads "Deepa S. Mahesh".

Deepa S Mahesh

Director

Declaration

I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

Candidate name

Signature

Date

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Mu Sigma

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Mu Sigma

Date: July 23, 2021

Milna James

Candidate ID: 24183787

Dear Milna,

Congratulations - We are thrilled to invite you to embark on a Decision Sciences journey with Mu Sigma, the world's largest pure-play Big Data Analytics & Decision Support company. With a worldwide footprint, Mu Sigma acts as a Transformation Sherpa for its customers in their endeavor to change the way they compete.

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Deepa S Mahesh

Director

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Agreed to and accepted:

Candidate name

Signature

Date

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CIN: U74140KA2005PTC036309



Nitta Gelatin India Limited

(Formerly Kerala Chemicals and Proteins Limited)



Name : HARIKRISHNAN V.

T. No. : 753

Blood Group : AB+

DOB : 31-03-2000

DOJ : 12-01-2022

Authorised Signature

ADDRESS :

POST BOX 4262, SBT AVENUE,
PANAMPILLY NAGAR, KOCHI - 682 036

TEL : 0484 3099444, 2317805



sset last name <sset@scmsgroup.org>

Offer Status for Selected Students @ Pearldata Direct - Lulu Financial Group

Mythily Madhusudan <mythily.madhusudan@pearldatadirect.com>

Wed,

To: "Dr. Varun G Menon" <varunmenon@scmsgroup.org>, sset last name <sset@scmsgroup.org>, Jayanand B <jayanand@scmsgroup.org>, abhijithultimate07@gmail.com, akhilthomas rahulkr390@gmail.com, gayathrivalsaraj27@gmail.com

Cc: Mahadevan Iyer <mahadevan.iyer@pearldatadirect.com>

Dear All,

Please be informed that we have released the offer letter for all the selected students today to their personal email ids. Kindly check

Date of joining would be 01 Sep 2021 at our Cochin office.

Requesting everyone to go through the offer letter and **revert back with acceptance on or before 06 Aug 2021**. Offer declining wouldn't be encouraging on the offer, hence give us the confirmation after discussing with family or close acquaintance.

Please don't hesitate to get in touch with me in case of any query.

Thanks & Regards,

Mythily M | HR Executive

Mob: +91 70343 10786, Landline: +91 484 418 7777

LinkedIn - <https://www.linkedin.com/company/pearldatadirect>

📍 Pearldata Direct Private Limited, Y Tower, Civil Line Road, Vazhakkala, Kakkanad, Kochi, Kerala 682 030

On Wed, 28 Jul 2021 at 13:40, Mythily Madhusudan <mythily.madhusudan@pearldatadirect.com> wrote:

Dear All,

Congratulations! This email is to inform you of the selected students list from your college for the Software Engineer role with Pearldata Direct - Lulu Financial Group. We strongly believe that your skills and expertise will help our company to reach great heights.

Offer and further details will be communicated by the first week of August. Please refer to the list of selected students below.

First Name	Last Name	Email ID	College	Final Interview Status
Abhijith	Chacko	abhijithultimate07@gmail.com	SSET	Selected
Akhil	Paul	akhilthomaspaul@gmail.com	SSET	Selected
RAHUL	K R	rahulkr390@gmail.com	SSET	Selected
Gayathri	V	gayathrivalsaraj27@gmail.com	SSET	Selected

Thanks & Regards,

Mythily M | HR Executive

Mob: +91 70343 10786, Landline: +91 484 418 7777

LinkedIn - <https://www.linkedin.com/company/pearldatadirect>

📍 Pearldata Direct Private Limited, Y Tower, Civil Line Road, Vazhakkala, Kakkanad, Kochi, Kerala 682 030

On Fri, 23 Jul 2021 at 13:07, Mythily Madhusudan <mythily.madhusudan@pearldatadirect.com> wrote:

Dear All,

Congratulations! You have been shortlisted for the final round of interview with Pearldata Direct - Lulu Financial Group.

Please be available for the scheduled interview **on Saturday, 24th July 2021** as per the allotted time.

Important instructions are as follows:

1. **Please join the interview link on-time. Kindly refer below schedule for respective student and only join the google meet link against your name in the allotted time.**
2. Make sure you have proper connectivity for the interview - **both audio and video should be smooth throughout the interview.**
3. Final round will be both technical as well as managerial round, hence please prepare accordingly.
4. **Please acknowledge this mail**

First Name	Last Name	Email ID	College	Interview Status	Interview Time	Interview Link
Abhijith	Chacko	abhijithultimate07@gmail.com	SSET	Shortlisted	10.30 am	meet.google.com/zsv-mwc
Akhil	Paul	akhilthomaspaul@gmail.com	SSET	Shortlisted	11.00 am	meet.google.com/neu-tteh
ANANYA	RAJESH	ananyarajesh33@gmail.com	SSET	Shortlisted	11.00 am	meet.google.com/cpm-iejt
RAHUL	K R	rahulkr390@gmail.com	SSET	Shortlisted	11.30 am	meet.google.com/qzo-iekq
Gayathri	V	gayathrivalsaraj27@gmail.com	SSET	Shortlisted	1.00 pm	meet.google.com/ijj-bthf-qj

Wishing you all the best!

Thanks & Regards,

Mythily M | HR Executive

Mob: +91 70343 10786, Landline: +91 484 418 7777

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04th August, 2021

Appointment Letter

**Ms. Gayathri V
SSET**

Dear Gayathri,

With reference to your application and subsequent interviews you had with us, we are pleased to make you an employment offer with **Pearldata Direct Pvt Ltd.**

Position : Software Engineer
Concept : Pearldata Direct Pvt Ltd
Location : Y Tower, Cochin

The General Terms and Conditions of Employment which you are to abide by during your entire tenure with the organization are enclosed herewith.

Your total emoluments will be as follows: Fixed remuneration of **INR 3,30,624.00 /- p.a.**
Details are enclosed in Annexure 1.

You are requested to read through the terms and conditions and sign the copy of this Appointment Letter with Annexure and return the same to us as a token of your acceptance.

We welcome you to **Pearldata Direct** and wish you a rewarding and successful career with us.

A handwritten signature in blue ink, appearing to read "K. S. S. S.", is enclosed in a light blue diamond-shaped stamp.



General Terms & Conditions of Employment

1. You will be on probation for a period of six months from the date of your appointment. If your performance is found to be satisfactory during the probation period, your service will be confirmed for the position offered.
2. During the probationary period, if your services are not found satisfactory, the company reserves the right to extend or terminate the same without notice and without you being entitled to any remuneration in lieu of the notice or any other terminal benefits.
3. After written confirmation your services can be terminated by giving one month's notice or pay in lieu thereof with or without assigning any reason. In the event of Employee leaving the services of the Company, he shall give three-month notice to the Company or in lieu of notice period shall pay three-month current consolidated salary / Basic plus DA to the company.
4. Please note that this offer is subject to the Company obtaining satisfactory employment references. The company reserves the right to withdraw this offer, should the references be found to be unsatisfactory to the Management.
5. During the period of employment:
 - a) You are required to perform your work with due care and attention.
 - b) Carry out all orders and instructions of the employer in the performance of work or any other works considered as part of your responsibility.
 - c) Take care of all company equipment's / tools / property; undertake all that is necessary for its safekeeping and maintenance.
 - d) Return to the employer all company belongings, equipment's and unused materials given to you or placed under your care and supervision at the time of termination of employment.

A handwritten signature in blue ink, appearing to read 'K. Mahesh', is located at the bottom left of the page.



- e) The assurance contained herein is given to the company. All information which has been or hereafter be so know to the employee about the company during his employment period whether verbally, in written by any other observation or in a manner whatever, together with all photographs, copies, notes, software, interpretation and other material which may directly or indirectly reflect or in any manner reveal or assist in the determination of such information, is herein referred to as data.
 - f) All such data shall be considered strictly confidential and shall not in any manner be disclosed to any other party without the prior written consent of the Management. All employees are required to exercise extreme caution when sending and receiving company information through the normal channels used in the company's daily operations and in the event of resignation or termination.
 - g) The employee undertakes to return all the data, as referred in Clause 5(e) of this terms and conditions, obtained during the employment tenure with the company and also handover all those data relating to the company's business to the immediate manager within the company.
6. You shall be faithfully and to the best of your ability perform duties that may be entrusted to you by the Management. You will be bound by rules, regulations and orders promulgated by the company from time to time in relation to conduct discipline, retirement and any other matters.
 7. Any misrepresentation / falsification of facts in your employment application / certificates submitted to shall be considered as reasons for termination and proceed for legal action as the case may be.
 8. The Employee acknowledges that the Company shall or may in reliance of this agreement impart Employee access to trade secrets, customers and other confidential data and good will. Employee agrees to retain said information as confidential and not to use said information on his or her own behalf or disclose same to any third party.

A handwritten signature in blue ink, appearing to read "K. Shah", is written over a faint, light blue rectangular stamp.



9. The undersigned Employee hereby agrees not to directly or indirectly compete with the business of the Company and its successors and assigns during the period of employment and for a period of One year following termination of employment and despite the cause or reason for termination. The term "not compete" as used herein shall mean that the Employee shall not own, manage, operate, consult or to be employee in a business substantially similar to or competitive with the present business of the Company or such other business activity in which the Company may substantially engage during the term of employment.
10. You will be required to work in any department or in any locations in India or abroad to any of the existing or future branch or subsidiaries or associated companies. In such cases, you will automatically be governed by the terms and conditions of the services applicable at the new location.
11. You shall not take up any other employment, paid or unpaid or business activity while in the services of the Company.
12. You shall keep the industrial and commercial secrets of your work confidential during and even after the termination of employment. You shall not copy any documents connected with our business, whatsoever, without written consent from the concerned authorities.
13. Your services in accordance with the terms and conditions mentioned above will commence from the date of reporting for duty. No salary / allowance / benefits will be paid / calculated for any period prior to the date of reporting for work.
14. If you are guilty of any unlawful activity, misconduct or commit any breach of trust or absent without any reasonable excuse for more than seven days or become incapable of attending to duties, the Company shall immediately terminate the Services without notice or notice pay as stated.

K. Mahesh



15. You shall be entitled for earned annual leave, casual leave and sick leave as per the policy of the company.
16. The quantum and timing of future increments and promotions shall be based among other things on merits and performance and shall be at the absolute discretion of the management.
17. Statutory deductions like Provident Fund, ESI, Professional Tax, etc. will be deducted as per the respective laws.
18. You shall be responsible to carry out the business of the Company as per the terms and conditions stated in the license granted by Reserve Bank of India for the purposes of doing such business in India.
19. You are also bound to observe the guidelines, rules, regulations issued by Reserve Bank of India and / or Government of India and all laws and regulations as applicable in the respective State.
20. You are liable to be superannuated or retired on reaching the age of 60 years.
21. This offer is valid for Fifteen (15) days from the date of issue subject to the following. If you are in agreement with the terms and conditions of employment with us, please sign below in the space provided.
22. Any untrue or misleading statement signed by you intentionally shall be constructed as criminal and breach of this terms and conditions of employment.

For Pearldata Direct Pvt Ltd

A handwritten signature in blue ink, appearing to read "Mahadevan", is written over a horizontal line.

Mahadevan
Manager - HR



Annexure 1

Peardata Direct Private Limited			
Name	Gayathri V		
Designation	Software Engineer		
Concept	Peardata Direct Private Limited		
Components		INR Monthly	INR Annually
A	Earnings		
	Basic Pay	12500.00	150000.00
	HRA	5000.00	60000.00
	Leave Travel Assistance	1250.00	15000.00
	Uniform Allowance	2000.00	24000.00
	Fuel Charge Reimbursement	1000.00	12000.00
	Meal Allowance	2500.00	30000.00
	Special Allowance	750.00	9000.00
	Total A	25000.00	300000.00
B	Retirals and Statutory Contributions		
	Provident Fund (Employer Contribution)	1951.00	23412.00
	Gratuity (Employer Contribution)	601.00	7212.00
	ESI (Employer Contribution)	0.00	0.00
	Total B	2552.00	30624.00
Total CTC (A+B)*		27552.00	330624.00
Note : Statutory Deductions are applicable on monthly salary mentioned above			
• Employee Provident Fund (Employee Contribution) 12% of INR 15,000/-			
• Employee State Insurance (Employee Contribution) 0.75% of the Gross Salary			
• Professional Tax (As per law)			
• TDS (As Applicable)			
• LWF (As per law)			

DECLARATION

I have read and understood the offer and do hereby confirm that I accept all the terms and conditions mentioned in this letter. I also confirm that I will always abide by the rules and regulations of the company.

Employee Name :
Date :

Signature :



sset last name <sset@scmsgroup.org>

Fwd: PKJ TECHNOLOGIES PVT LTD - EMPLOYMENT OFFER

messages

Sreeram Dev <sreeram.dev3@gmail.com>
To: sset@scmsgroup.org

Tue, Jul 13, 2021 at 4:17 PM

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

From: **PKJ HR** <hr@pkjtech.com>
Date: Sat, 10 Jul 2021, 9:40 am
Subject: PKJ TECHNOLOGIES PVT LTD - EMPLOYMENT OFFER
To: <sreeram.dev3@gmail.com>

Dear Sreeram,

Thank you for exploring career opportunities with **PKJ Technologies Pvt Ltd**. 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 during the selection process.

We are pleased to confirm your acceptance of the offer with **PKJ Technologies Pvt Ltd** as **Associate, Technical Sales**. Your appointment will be effective from 12 July, 2021.

Your appointment carries a training period of 6 month. The training period is an extension of the selection process and provides time for effective adjustment of new employees.

You should report on **12 July 2021** to **PKJ Technologies Pvt Ltd, KINFRA Park, Koratty at 7:00 PM**.

As a next step, we'd like to give you some suggestions to prepare yourself before joining that simulates some of the job duties. It'll give you the chance to better understand what the position entails and showcase your skills. Please find the below areas and prepare for the next step.

- a. US states and abbreviation
- b. US time zone
- c. Unit of measurement
- d. Conversion chart
- e. Phonetic alphabets
- f. Outlook basics
- g. Basics of excel and word (Microsoft office)
- h. Nitro pdf basics

Please bring the below documents on the first day of joining

1. Aadhar Copy
2. Pan Card Copy
3. Driving License Copy
4. 5 Passport Size Photo and send a soft copy to hr@pkjtech.com
5. Last appointment letter (if applicable)
6. Last relieving letter (if applicable)
7. Last 3 month pay slip (if applicable)

8. Experience certificates (if applicable)
9. 10th Mark list
10. 10th Certificate
11. 12th Mark list
12. 12th Certificate
13. Degree Mark list
14. Degree Certificate
15. Post-Graduation Mark list (if applicable)
16. Post-Graduation Certificate (if applicable)
17. Four 50 Rs. seal document
18. Other Certificates

Kindly confirm your acceptance of this offer.

Regards

Riya Varghese
Sr. HR Executive

PKJ Technologies Private Ltd
1st Floor, CFC Bldg, Kinfra Park,
KINFRA Park P.O., Koratty,
Thrissur, Kerala-680309

+91 623-853-3146

SET <sset@scmsgroup.org>
From: Sreeram Dev <sreeram.dev3@gmail.com>

Tue, Jul 13, 2021 at 4:22 PM

Thank you

[Quoted text hidden]



sset last name <sset@scmsgroup.org>

Fwd: PKJ TECHNOLOGIES PVT LTD - EMPLOYMENT OFFER

2 messages

Krishna Ganesh <krishnaganesh1417@gmail.com>
To: sset@scmsgroup.org

Mon, Jul 12, 2021 at 2:36 PM

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

From: **PKJ HR** <hr@pkjtech.com>
Date: Fri, Jul 9, 2021, 4:38 PM
Subject: PKJ TECHNOLOGIES PVT LTD - EMPLOYMENT OFFER
To: <krishnaganesh1417@gmail.com>

Dear Krishna,

Thank you for exploring career opportunities with **PKJ Technologies Pvt Ltd**. 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 during the selection process.

We are pleased to confirm your acceptance of the offer with **PKJ Technologies Pvt Ltd** as **Associate, Technical Sales**. Your appointment will be effective from 12 July, 2021.

Your appointment carries a training period of 6 months. The training period is an extension of the selection process and provides time for effective adjustment of new employees.

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18. Other Certificates

Kindly confirm your acceptance of this offer.

Regards

Riya Varghese
Sr. HR Executive

PKJ Technologies Private Ltd
1st Floor, CFC Bldg, Kinfra Park,
KINFRA Park P.O., Koratty,
Thrissur, Kerala-680309

+91 623-853-3146

SET <sset@scmsgroup.org>
To: Krishna Ganesh <krishnaganesh1417@gmail.com>

Mon, Jul 12, 2021 at 7:10 PM

Thank you
[Quoted text hidden]



sset last name <sset@scmsgroup.org>

Fwd: PKJ TECHNOLOGIES PVT LTD - EMPLOYMENT OFFER

1 message

Vishnupriya Sajeevkumar <vpriyasajeevkumar@gmail.com>
To: sset@scmsgroup.org

Mon, Jul 12, 2021 at 6:16 PM

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

From: **PKJ HR** <hr@pkjtech.com>
Date: Fri, 9 Jul, 2021, 4:38 pm
Subject: PKJ TECHNOLOGIES PVT LTD - EMPLOYMENT OFFER
To: <vpriyasajeevkumar@gmail.com>

Dear Vishnupriya,

Thank you for exploring career opportunities with **PKJ Technologies Pvt Ltd**. 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 during the selection process.

We are pleased to confirm your acceptance of the offer with **PKJ Technologies Pvt Ltd** as **Associate, Technical Sales**. Your appointment will be effective from 12 July, 2021.

Your appointment carries a training period of 6 month. The training period is an extension of the selection process and provides time for effective adjustment of new employees.

You should report on **12 July 2021** to **PKJ Technologies Pvt Ltd, KINFRA Park, Koratty** at **7:00 PM**.

As a next step, we'd like to give you some suggestions to prepare yourself before joining that simulates some of the job duties. It'll give you the chance to better understand what the position entails and showcase your skills. Please find the below areas and prepare for the next step.

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Kindly confirm your acceptance of this offer.

Regards

Riya Varghese
Sr. HR Executive

PKJ Technologies Private Ltd
1st Floor, CFC Bldg, Kinfra Park,
KINFRA Park P.O., Koratty,
Thrissur, Kerala-680309

+91 623-853-3146

From: **PKJ HR** <hr@pkjtech.com>
Date: Fri, Jul 9, 2021, 4:39 PM
Subject: PKJ TECHNOLOGIES PVT LTD - EMPLOYMENT OFFER
To: <sabarivishnu99@gmail.com>

Dear Sabari,

Thank you for exploring career opportunities with **PKJ Technologies Pvt Ltd**. 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 during the selection process.

We are pleased to confirm your acceptance of the offer with **PKJ Technologies Pvt Ltd** as **Associate, Technical Sales**. Your appointment will be effective from 12 July, 2021.

Your appointment carries a training period of 6 month. The training period is an extension of the selection process and provides time for effective adjustment of new employees.

You should report on **12 July 2021** to **PKJ Technologies Pvt Ltd, KINFRA Park, Koratty** at **7:00 PM**.

As a next step, we'd like to give you some suggestions to prepare yourself before joining that simulates some of the job duties. It'll give you the chance to better understand what the position entails and showcase your skills.

Please find the below areas and prepare for the next step.

- a. US states and abbreviation
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Please bring the below documents on the first day of joining

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14. Degree Certificate
15. Post-Graduation Mark list (if applicable)
16. Post-Graduation Certificate (if applicable)
17. Four 50 Rs. seal document
18. Other Certificates

Kindly confirm your acceptance of this offer.

Regards

Sanya Varghese
Sr. HR Executive

PKJ Technologies Private Ltd
1st Floor, CFC Bldg, Kinfra Park,
KINFRA Park P.O., Koratty,
Thrissur, Kerala-680309

91 623-853-3146

INTERNSHIP AGREEMENT

This Internship Agreement (the “**Agreement**”) is made at Chennai 31st March,2021 by and between **Prodapt Solutions Private Limited** with its registered address at Prince Info City II, 4th floor, No. 283/4, Rajiv Gandhi Salai (OMR), Kandanchavadi, Chennai – 96, India (“**Prodapt**” or the “**Company**”) and Abhijith Vijayan with his / her address at House No 3 ,Nirmalapuram Church Road,Koorkenchery,Thrissur,Kerala Pin:680007 (the “**Intern**”).

The Intern and the Company are collectively hereinafter in this Agreement referred to as the “Parties” and individually as a “Party”.

WHEREAS the Company is willing to provide to the Intern certain on-job training (hereinafter referred as “**Internship**”).

WHEREAS the Intern has agreed for the Internship to gain valuable insight and experience on the Company’s business.

NOW THEREFORE, in consideration of the foregoing and the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

- 1) **Term of Agreement.** The Internship shall commence on 31st March, 2021 (“**Commencement Date**”). The Company may at any time in its sole discretion, terminate the Internship without notice or cause to the Intern. Provided however, the Intern shall be required to provide ninety (90) days written notice to the Company in the event of termination of this Agreement before completion of eighteen (18) months and shall be required to pay the liquidated damages as per Section 8 of this Agreement in addition to the notice period.
- 2) **Stipend.** Your stipend will be Rs.25000 per month payable in arrears on or before the 7th day of the subsequent month. Stipend is subject to TDS and Mediclaim deductions as per below table:

Mediclaim Deduction	TDS Deduction (7.5%)
INR 417/-	INR 1875/-

- 3) **Leaves.** Intern shall be entitled for annual leaves as per Company policies.
- 4) **Internship.** The Intern undertakes to use his/her best efforts and abilities to promote the interests of the Company and shall participate in the Internship during which period the Company shall bear the Internship related expenses. The Intern shall observe the policies, standards and regulations of the Company.

- 5) **Intern Representation.** The Intern represents that he/she is fully authorized to enter into and to perform all obligations under this Agreement without conflicting with any other commitment, agreement or understanding. The Intern represents that the particulars furnished by the Intern regarding the Intern's qualifications and eligibility for this Agreement are correct.
- 6) **Confidentiality.** During the term of Internship with the Company and any time thereafter, the Intern will not use, disclose, reveal or report any confidential information of the Company's past or current clients, or of other parties which have disclosed confidential or proprietary information to the Company. As used herein, "confidential information" means information not generally known that is proprietary to the Company, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Intern, or to which Intern obtains access, whether originated by Intern or by others, which Intern has reasonable basis to believe to be confidential information, or which is treated by the Company or its clients or other parties as being confidential information, shall be presumed to be confidential information. All Confidential information and instructions that pass through to the Intern or come to his/her knowledge in the course of his/her Internship, shall be treated as absolutely confidential and the proprietary property of the Company. The Intern will cooperate with the Company in the execution of any personal confidentiality agreement, which may be required by the Company or its Client or other third party.
- 7) **Intellectual Proprietary Rights.** The Company and its licensors retain for themselves exclusive ownership of all right, title and interest in and to all intellectual and other proprietary rights embodied in or related to this Agreement.
- 8) **Liquidated Damages.** The Intern acknowledges and agrees that if he/she leaves Prodapt, voluntarily, within a period of eighteen (18) months from the Commencement Date of the Internship, the Intern will pay liquidated damages to the tune of INR one lakh fifty thousand (1,50,000) for the expenses incurred by the Company towards imparting training to the Intern.
- 9) **Governing Law.** This Agreement shall be governed and confirmed in accordance with the laws of India and subject to the exclusive jurisdiction of Chennai, India without regard to its conflict or choice of law provisions.
- 10) **Non-Waiver.** The failure of either the Company or Intern to exercise in any instance any right under this Agreement shall not constitute a waiver of the same or any other right, power, or privilege in any other instance. Any waiver must be in writing and signed by the party against whom a waiver is alleged.
- 11) **Severability.** If any term of this Agreement is held invalid or unenforceable, the remaining provisions of this Agreement will remain in full force and effect to the fullest extent permitted by law.

- 12) **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original and each of which shall together constitute one and the same agreement. This Agreement will not become enforceable until executed by the Company.
- 13) **Entire Agreement.** This Agreement expresses, embodies, and supersedes all previous understandings and agreements, whether written or oral, between the Parties with respect to the subject matter hereof and fully and finally sets forth the entire agreement between the Parties.

IN WITNESS WHEREOF, the Intern and Company have executed this Internship Agreement as of the date mentioned above (“Effective Date”):

For Intern:

Name:

Signature:

Date: _____

For the Company:

Prodapt Solutions Private Limited

Signature:



Pradeep Jumani, Senior Director HR

Date: _____

Undertaking to be signed by the Intern for Successful Completion of Training.

I, Abhijith Vijayan having my address at House No 3 ,Nirmalapuram Church Road,Koorkenchery,Thrissur,Kerala Pin:680007: hereby solemnly declare that :

a) I will undergo the training program for a period of 3 months which shall include virtual classroom training and/or demonstration of artifacts and/or developing prototypes and/or stimulation and/or proof of concept exercises and/or further on the job training ("**Training**").

I understand the necessity of the specialized technical training for meeting business requirements to the satisfaction of the Company and also agree that the training would enrich my experience and enhance my skills and knowledge. I also agree and acknowledge that the proposed training will add value to my career prospects.

Further I understand that the Company would incur significant expenditure in training including but not limited to instructor time, computers, software costs, setting up and maintenance of special and general facilities for the training and for subsequent on the job skill enhancements.

b) the continuation of the internship with the Company will be only valid subject to the successful completion of the Training.

I, the undersigned hereby acknowledges this declaration of successful completion of the Training.

Signature:

Witness:

Name:

Name:

Date:

Date:

Intent to offer Employment

Dear Ameena Azad,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** 3.00 LPA
- **Bonus :** INR 25000 (On completion of a year)
- **Location:** All QuEST Global offices (as per business requirement)
- **Working Hours :** 47.5 hours/week (9.5 hours/day)
- **Bond:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

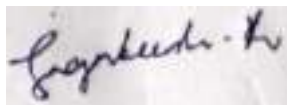
As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: [**university.relations@quest-global.com**](mailto:university.relations@quest-global.com)

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global Engineering Services Private Limited.



Jagadish Kadagatti
Deputy Manager - Talent Acquisition

***Disclaimer: The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.**

**Annexure - I
Compensation & Benefit Details**

Items	Monthly Salary (Amount in Rs.)	Annual Salary (Amount in Rs.)
Monthly Salary Components		
(A) Basic Salary	15,000	180,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	0	0
(D) Leave Travel Allowance (LTA)	-	0
(E) Food Coupon	-	0
(F) Telephone/Internet Allowance	-	0
(G) Medical Reimbursement	-	0
(H) Other Allowance*	3,155	37,860
(I) MONTHLY GROSS SALARY : (I = A+B+C+D+E+F+G+H)	20,405	244,860
Retirement Benefits		
(J) PF	1,800	21,600
(K) Gratuity	722	8,664
(L) RETIREMENT BENEFITS : (L = J+K)	2,522	30,264
Benefits		
(M) Medical Insurance Premium	673	8076
(N) BONUS/Ex.GRATIA	1400	16800
(O) Fixed Compensation : (O = I+L+M+N)	25,000	300000
(P) TOTAL COST TO COMPANY (TCC) : (P = O)		300,000

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one year service with QuEST.

*Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

****Total Variable Pay** includes components aligned to QuEST performance, Unit or Department performance and Individual Performance. This is governed by the variable pay policy for the year.

*****Shift Allowance** will be paid as per the applicable policy. The amount mentioned above is the allowance paid for working in shifts and not during the training period. In case of any changes, it will be governed by the policy.

Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band, the amount will change accordingly in case of Band change.

-Onsite & Shift Allowance will be paid as per the applicable policy.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of **INR 300000**
- Group Personal Accident Insurance cover of **INR 1000000**
- Group Term Life Insurance cover of **INR 1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

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Intent to offer Employment

Dear Gokul Das M,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** 3.00 LPA
- **Bonus :** INR 25000 (On completion of a year)
- **Location:** All QuEST Global offices (as per business requirement)
- **Working Hours :** 47.5 hours/week (9.5 hours/day)
- **Bond:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

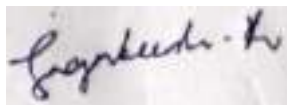
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We eagerly look forward to welcome you at QuEST.

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For QuEST Global Engineering Services Private Limited.



Jagadish Kadagatti
Deputy Manager - Talent Acquisition

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**Annexure - I
Compensation & Benefit Details**

Items	Monthly Salary (Amount in Rs.)	Annual Salary (Amount in Rs.)
Monthly Salary Components		
(A) Basic Salary	15,000	180,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	0	0
(D) Leave Travel Allowance (LTA)	-	0
(E) Food Coupon	-	0
(F) Telephone/Internet Allowance	-	0
(G) Medical Reimbursement	-	0
(H) Other Allowance*	3,155	37,860
(I) MONTHLY GROSS SALARY : (I = A+B+C+D+E+F+G+H)	20,405	244,860
Retirement Benefits		
(J) PF	1,800	21,600
(K) Gratuity	722	8,664
(L) RETIREMENT BENEFITS : (L = J+K)	2,522	30,264
Benefits		
(M) Medical Insurance Premium	673	8076
(N) BONUS/Ex.GRATIA	1400	16800
(O) Fixed Compensation : (O = I+L+M+N)	25,000	300000
(P) TOTAL COST TO COMPANY (TCC) : (P = O)		300,000

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one year service with QuEST.

*Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

****Total Variable Pay** includes components aligned to QuEST performance, Unit or Department performance and Individual Performance. This is governed by the variable pay policy for the year.

*****Shift Allowance** will be paid as per the applicable policy. The amount mentioned above is the allowance paid for working in shifts and not during the training period. In case of any changes, it will be governed by the policy.

Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band, the amount will change accordingly in case of Band change.

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Intent to offer Employment

Dear Gopika Manoj,

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We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

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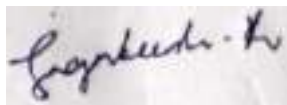
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For QuEST Global Engineering Services Private Limited.



Jagadish Kadagatti
Deputy Manager - Talent Acquisition

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Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band, the amount will change accordingly in case of Band change.

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Intent to offer Employment

Dear Hisana T Y,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

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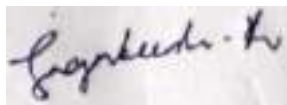
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Jagadish Kadagatti
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Intent to offer Employment

Dear Jiya Benny,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

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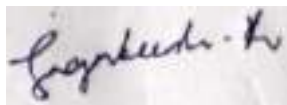
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(H) Other Allowance*	3,155	37,860
(I) MONTHLY GROSS SALARY : (I = A+B+C+D+E+F+G+H)	20,405	244,860
Retirement Benefits		
(J) PF	1,800	21,600
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(L) RETIREMENT BENEFITS : (L = J+K)	2,522	30,264
Benefits		
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Intent to offer Employment

Dear Malavika K Nair,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

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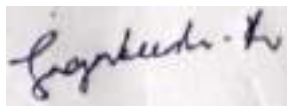
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Intent to offer Employment

Dear Mariya Raphel,

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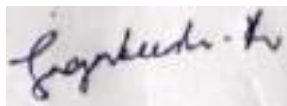
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(M) Medical Insurance Premium	673	8076
(N) BONUS/Ex.GRATIA	1400	16800
(O) Fixed Compensation : (O = I+L+M+N)	25,000	300000
(P) TOTAL COST TO COMPANY (TCC) : (P = O)		300,000

A one-time joining bonus of **INR 25,000** shall be paid upon successful completion of one year service with QuEST.

*Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

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Intent to offer Employment

Dear Parvathi P J,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** 3.00 LPA
- **Bonus :** INR 25000 (On completion of a year)
- **Location:** All QuEST Global offices (as per business requirement)
- **Working Hours :** 47.5 hours/week (9.5 hours/day)
- **Bond:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

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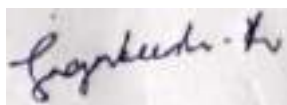
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We eagerly look forward to welcome you at QuEST.

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For QuEST Global Engineering Services Private Limited.



Jagadish Kadagatti
Deputy Manager - Talent Acquisition

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Intent to offer Employment

Dear Sarath Sajan,

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We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

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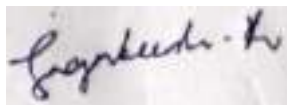
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Jagadish Kadagatti
Deputy Manager - Talent Acquisition

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Intent to offer Employment

Dear Shravan Manoj,

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We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

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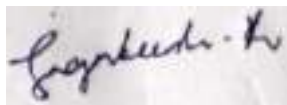
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We eagerly look forward to welcome you at QuEST.

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For QuEST Global Engineering Services Private Limited.



Jagadish Kadagatti
Deputy Manager - Talent Acquisition

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Intent to offer Employment

Dear Sona Peter,

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We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

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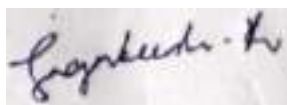
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Intent to offer Employment

Dear Sumayya Suhail,

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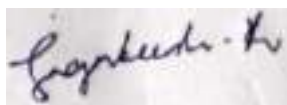
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REDBLACK

Kochi, 03 February 2021

Jiso Jose

Malayil House, CRA-155

Near Nass Auditorium

Angamaly, Ernakulam-683572

Dear Mr. Jiso,

RedBlack Software Pvt. Ltd. is pleased to offer you the position of **Associate Quality Assurance Engineer**.

You will be paid a salary of **Rs. 31,666 (Rupees Thirty-one Thousand Six Hundred Sixty-Six only)** per month, which is equivalent to **Rs. 3,80,000/- (Rupees Three Lakh Eighty Thousand Only)** on an annual basis and subject to deductions for taxes. RedBlack has a 5-day workweek. We provide health insurance to all our employees.

Please note that this is a formal job offer; the company will issue a regular appointment letter on your joining us. There will not be any probation period. As we discussed, we look forward to your joining on or before **01 July 2021**.

We look forward to welcoming you at our company and are confident that you will play a key role in the success of our firm.

This offer letter is valid until **Friday, 05 February 2021**. Please let us know your decision via email. Kindly note that the offer and appointment is subject to the completion of a background check and other verifications as required by the company, which may be conducted prior or within one month after your joining.

For RedBlack Software Pvt. Ltd.

Nayana S Menon

Senior People Manager

REDBLACK SOFTWARE PVT. LTD.

Noel Focus, 7th Floor, AB1 Division, Seaport-Airport Road,
Chittethukara, Kakkanad, Kochi - 682 037

Ph: 0484-2427900, M: 9605623900

Web: www.redblacksoftware.com



CTC Breakup 2020-21

Name		Jiso Jose	
Designation		Associate Quality Assurance Engineer	
CTC	Annual	Monthly	
	₹ 3,80,000.00	₹ 31,666.67	
CTC Break up 2020-21			
	Particulars	Monthly	Annually
I.		<u>Amt in INR</u>	<u>Amt in INR</u>
Details			
1	Basic	₹ 9,500.00	₹ 1,14,000.00
2	HRA	₹ 3,800.00	₹ 45,600.00
3	Conveyance	₹ 2,000.00	₹ 24,000.00
4	Medical Allowance	₹ 1,250.00	₹ 15,000.00
5	Leave Travel Allowance	₹ 791.67	₹ 9,500.00
6	Other Allowances	₹ 1,000.00	₹ 12,000.00
7	Mobile and Internet Allowances	₹ 2,000.00	₹ 24,000.00
8	Special Allowance	₹ 5,725.00	₹ 68,700.00
(A)	Sub Total	₹ 26,066.67	₹ 3,12,800.00
1	Food Plus Card	₹ 2,000.00	₹ 24,000.00
2	PF Employers Contribution	₹ 1,800.00	₹ 21,600.00
3	PF Employee Contribution	₹ 1,800.00	₹ 21,600.00
(B)	Total	₹ 31,666.67	₹ 3,80,000.00

Note: RedBlack reserves the right to revise the salary breakup subject to the changes in company policies and tax laws.

REDBLACK SOFTWARE PVT. LTD.

Noel Focus, 7th Floor, AB1 Division, Seaport-Airport Road,
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Ph: 0484-2427900, M: 9605623900

Web: www.redblacksoftware.com



REDBLACK

Kochi, 03 February 2021

Jyothish A
Kandathiparambil House
Vaduthala
Ernakulam, Kerala
Pin- 682023

Dear Mr. Jyothish,

RedBlack Software Pvt. Ltd. is pleased to offer you the position of **Associate Test Automation Engineer**.

You will be paid a salary of **Rs. 32,500 (Rupees Thirty-two Thousand Five Hundred only)** per month, which is equivalent to **Rs. 3,90,000/- (Rupees Three Lakh Ninety Thousand Only)** on an annual basis and subject to deductions for taxes. RedBlack has a 5-day workweek. We provide health insurance to all our employees.

Please note that this is a formal job offer; the company will issue a regular appointment letter on your joining us. There will not be any probation period. As we discussed, we look forward to your joining on or before **01 July 2021**.

We look forward to welcoming you at our company and are confident that you will play a key role in the success of our firm.

This offer letter is valid until **Friday, 05 February 2021**. Please let us know your decision via email. Kindly note that the offer and appointment is subject to the completion of a background check and other verifications as required by the company, which may be conducted prior or within one month after your joining.

For RedBlack Software Pvt. Ltd.

Nayana S Menon
Senior People Manager

REDBLACK SOFTWARE PVT.LTD.

Noel Focus, 7th Floor, A81 Division, Seaport-Airport Road,
Chittethukara, Kakkanad, Kochi - 682 037
Ph: 0484-2427900, M: 9605623900

Web: www.redblacksoftware.com



REDBLACK

CTC Breakup 2020-21			
Name		Jyothish A	
Designation		Associate Test Automation Engineer	
CTC	Annual	Monthly	
	₹ 3,90,000.00	₹ 32,500.00	
CTC Break up 2020-21			
	Particulars	Monthly	Annually
I, Details		<u>Amt in INR</u>	<u>Amt in INR</u>
1	Basic	₹ 9,750.00	₹ 1,17,000.00
2	HRA	₹ 3,900.00	₹ 46,800.00
3	Conveyance	₹ 2,000.00	₹ 24,000.00
4	Medical Allowance	₹ 1,250.00	₹ 15,000.00
5	Leave Travel Allowance	₹ 812.50	₹ 9,750.00
6	Other Allowances	₹ 1,000.00	₹ 12,000.00
7	Mobile and Internet Allowances	₹ 2,000.00	₹ 24,000.00
8	Special Allowance	₹ 6,187.50	₹ 74,250.00
(A)	Sub Total	₹ 26,900.00	₹ 3,22,800.00
1	Food Plus Card	₹ 2,000.00	₹ 24,000.00
2	PF Employers Contribution	₹ 1,800.00	₹ 21,600.00
3	PF Employee Contribution	₹ 1,800.00	₹ 21,600.00
(B)	Total	₹ 32,500.00	₹ 3,90,000.00

Note: RedBlack reserves the right to revise the salary breakup subject to the changes in company policies and tax laws.

REDBLACK SOFTWARE PVT.LTD.

Noel Focus, 7th Floor, AB1 Division, Seaport-Airport Road,
Chittethukara, Kakkanad, Kochi - 682 037
Ph: 0484-2427900, M: 9605623900

Web: www.redblacksoftware.com



REDBLACK

Kochi, 21 January 2021

Kavitha K K
Vanchoorkalam(H)
Karimba(P.O)
Palakkad

Dear Ms. Kavitha,

RedBlack Software Pvt. Ltd. is pleased to offer you the position of **Associate Software Engineer**.

You will be paid a salary of **Rs. 33,333 (Rupees Thirty-three Thousand Three Hundred and Thirty-Three only)** per month, which is equivalent to **Rs. 4,00,000/- (Rupees Four Lakh Only)** on an annual basis and subject to deductions for taxes. RedBlack has a 5-day workweek. We provide health insurance to all our employees.

Please note that this is a formal job offer; the company will issue a regular appointment letter on your joining us. There will not be any probation period. As we discussed, we look forward to your joining on or before **01 July 2021**.

We look forward to welcoming you at our company and are confident that you will play a key role in the success of our firm.

This offer letter is valid until **Friday, 22 January 2021**. Please let us know your decision via email. Kindly note that the offer and appointment is subject to the completion of a background check and other verifications as required by the company, which may be conducted prior or within one month after your joining.

For **RedBlack Software Pvt. Ltd.**

Nayana S Menon
Senior People Manager

REDBLACK SOFTWARE PVT.LTD.

Noel Focus, 7th Floor, AB1 Division, Seaport-Airport Road,
Chittethukara, Kakkanad, Kochi - 682 037
Ph: 0484-2427900, M: 9605623900

Web: www.redblacksoftware.com



REDBLACK

CTC Breakup 2020-21			
Name		Kavitha K K	
Designation		Associate Software Engineer	
CTC	Annual	Monthly	
	₹ 4,00,000.00	₹ 33,333.33	
CTC Break up 2020-21			
	Particulars	Monthly	Annually
I. Details		<u>Amt in INR</u>	<u>Amt in INR</u>
1	Basic	₹ 10,000.00	₹ 1,20,000.00
2	HRA	₹ 4,000.00	₹ 48,000.00
3	Conveyance	₹ 2,000.00	₹ 24,000.00
4	Medical Allowance	₹ 1,250.00	₹ 15,000.00
5	Leave Travel Allowance	₹ 833.33	₹ 10,000.00
6	Other Allowances	₹ 1,000.00	₹ 12,000.00
7	Mobile and Internet Allowances	₹ 2,000.00	₹ 24,000.00
8	Special Allowance	₹ 6,650.00	₹ 79,800.00
(A)	Sub Total	₹ 27,733.33	₹ 3,32,800.00
1	Food Plus Card	₹ 2,000.00	₹ 24,000.00
2	PF Employers Contribution	₹ 1,800.00	₹ 21,600.00
3	PF Employee Contribution	₹ 1,800.00	₹ 21,600.00
(B)	Total	₹ 33,333.33	₹ 4,00,000.00

Note: RedBlack reserves the right to revise the salary breakup subject to the changes in company policies and tax laws.

REDBLACK SOFTWARE PVT. LTD.

Noel Focus, 7th Floor, AB1 Division, Seaport-Airport Road,
Chittethukara, Kakkanad, Kochi – 682 037
Ph: 0484-2427900, M: 9605623900

Web: www.redblacksoftware.com



REDBLACK



The RedBlack (Invesco) Benefits Pack



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Introduction

We believe that the RedBlack (Invesco) Benefits will provide you with both financial and physical wellbeing, along with the assurance that this is extended to your family wherever applicable. We have endeavoured to include our core benefits as part of the Invesco Global Benefit philosophy, and these are as follows:

- Term Assurance
- Disability Assurance
- Personal Accident Cover
- Medical Plan
- Retirement Plan

These benefits will be administered to employees as soon as administratively possible.

This booklet provides an overview of your Invesco benefits. The actual terms of each benefit are contained in plan documents and/or insurance contracts. If there is any discrepancy between the information in this booklet and the plan documents or insurance contracts, the terms of the plan documents and insurance contracts will apply. This booklet does not constitute a contract of employment. Invesco reserves the right to amend or terminate part or all its benefit programs at any time.

Medical Plan

All employees are provided with access to Medical Plan. This plan is outside your CTC and is designed to provide you and your family with a high level of medical insurance available. Employees will also be offered an additional plan to provide cover for parents or in-laws.

Medical Plan Details (Floater policy)

Immediate cover for you, your spouse and up to two children to a maximum sum assured of INR 500,000 per family, per annum. Company will pay 100% of the annual premium due for this cover. You also have an option to choose an additional cover by paying an additional premium using the top-up plan.

Employee family	
Sum Assured	Premium
500,000	4,500
1,000,000	5,625
1,500,000	6,750

Also available for you to elect is Parents/in-laws medical. The coverage amounts for both parents up to the age of 80 years is INR 300,000 per annum. The total annual premium that needs to be paid is INR 21,600 to cover both parents out of which RedBlack would pay INR 10,800 (calculated as INR 450 per parent per month) of the annual premium due. In case of coverage for a single parent/in-law the sum assured would be INR 150,000.

You also have an option to choose an additional cover by paying an additional premium using the top-up plan on parents' policy.

Single Parent/In-law		Two Parents/In-laws	
Sum Assured	Premium	Sum Assured	Premium
150,000	4,250	300,000	8,500
300,000	5,100	600,000	10,200
450,000	6,163	900,000	12,325

All pre-existing conditions are covered without the need for underwriting. All premium quoted above is exclusive of GST. The same will be included in the final premium during recovery from employee payroll at 18% of the premium

Specific Cover Details (for both plans)

Maternity is covered without a waiting period up to INR 75,000, for both normal and C-section births. New-born is covered immediately.

Ambulance charges up to INR 2,000 and room rental up to single AC room for non-ICU and up to 3% of sum insured for ICU are covered under the policy.

Prehospitalization is covered for 30 days and post hospitalization for 60 days (pre- and post-natal expenses are covered up to 30 days to a limit of INR 5,000 within the overall maternity cap).

Conditions

The plan does not cover for dental and cosmetic treatments, pre- and post-natal charges, and terrorism.

Addition of spouse and kids need to be done within 30 days of the date of event (marriage or childbirth). Parents/in-laws can be added within a week of joining or at the time of renewal only.

Cashless claims can only be made through the hospital network; however, you can claim reimbursement outside of this network with co-pay.

How To Claim

All employees would receive a communication on the link to the insurer's website to download their medical insurance e-cards within 30-45 days of joining. The website would also have information on the list of network hospitals.

Cashless Claim

Employees can show a copy of the medical insurance card in the network hospital at the time of admission along with a photo-identity proof to begin the process. The hospital would interact with the third-party administrator to take it further.

Reimbursement Claim

Insurance helpdesk would be organized weekly and employees would need to submit the below documents for a claim.

Life and Disability Plans

All employees will be provided with access to Term Assurance and Disability Assurance Plans outside of your CTC. These plans provide you and your family with financial security in the event of your death and any permanent disability preventing you from working.

Term Assurance Plan details

The Plan covers you for a lump sum of three times your life salary in the event of your death. Your life salary is your CTC less any allocation to Provident Fund, Gratuity, and bonus payments. The lump sum is payable to your nominated dependants.

Conditions

Claims in the event of suicide are exempt. At the renewal date you must be actively in work to be covered by the plan. If the sum assured exceeds INR 30,000,000 you may be subject to underwriting by the insurer and you will be sent a form to complete. This form will ask for details on your health and lifestyle and if detrimental may result in your maximum sum assured being restricted to the 'free cover' level of INR 30,000,000.

How to claim on the plan

We will consider the nominees from your PF nomination form and look for details in the legal heir certificate on who you would like the lump sum payments to be made in the event of your death.

Disability Assurance Plan details

The plan covers you for a lump sum of three times your life salary or INR 1,000,000 whichever is less in the event of your disability.

Conditions

At the renewal date you must be actively in work to be covered under the plan. You may be subject to underwriting by the insurer and you will be sent a form to be filled. This form will ask for details on your health and lifestyle and if detrimental may result in your maximum sum assured being restricted.

To qualify for the plan, you will need to be confirmed unable to work by the Company doctor and failure to complete this examination will result in your claim being declined.

Critical illness is defined in the plan and includes the following conditions: Heart Attack, Stroke, Cancer, surgery to Coronary Arteries, Kidney Failure, Major Organ Transplant (e.g. Kidney, Liver, Lungs, Pancreas and Bone Marrow), Aorta Surgery, Blindness, Heart Valve Replacement, Paraplegia, Coma.

How to Claim

In the event of your being unable to return to work due to an illness, Human Resources will send through the necessary documentation and request your attendance at the Company doctor.

Further details are available from the Human Resources department.

Personal Accident Plan

We provide all employees with access to the Personal Accident Plan outside of your CTC. The personal accident element of this plan is designed to cover you and your family when traveling for work on business. The personal accident plan is further extended to cover you in the event of accidental disablement at all times.

You personally are also covered in the event of death or disability caused by a personal accident outside any business travel you may make for a lump sum of four times your disability salary.

Conditions

Any claim made under the personal accident plan is made at company's discretion.

How to Claim

All claims should be submitted to the Human Resources department for approval.

Annual Health Check ups

We provide all employees with access to annual health check-ups outside of your CTC. Through our current provider this element of your benefits is designed to ensure your physical wellbeing as our employee.

Through our provider, those employees over age 30 years can go for an executive health check-up once a year at one of the network hospitals of the provider.

Conditions

- Any employee going for a medical check should have been on complete fasting for 12 hours prior to the check up and need to report to the hospital before 9am.
- No medications, alcohol, cigarettes, tobacco, or any other liquid (except water) are supposed to be taken prior to the check-up in the morning.
- All medical prescriptions and previous medical records need to be taken to the hospital.
- Kindly inform the diagnostics reception in case of a history of Diabetic or Cardiac problems.
- The contact details can be obtained from the Human Resources Department.

For Women

- Pregnant women or those suspecting pregnancy are advised not to undergo any X-Ray test.
- It is advisable not to undergo any health check during menstruation.

Note: the employee should report to the Diagnostic counter with an appointment voucher with company Identity card. Employee can go for a check up on any day other than Sunday and Public Holidays.

The Employee Assistance Program

We provide all employees with access to the EAP outside of your CTC. This plan is designed to offer you and your family support in many areas of your personal and working life.

The Employee Assistance Program

In conjunction with Workplace Options, you and all your family living in the same household are eligible for the Employee Assistance Program which is designed to provide the following services in complete confidentiality:

- 24-hour telephone counselling services
- Online support services
- Face to face counselling
- Specialist Financial Advice
- Specialist Legal advice

How to Contact

There is a dedicated, confidential helpline number.

Benefits within HR policy

Annual Leave You are entitled to 30 days annual leave applied in January each year. Further details can be found in the employee handbook.

Employee Stock Purchase Plan (ESPP)

As an employee of RedBlack, you are eligible to participate in the Invesco Employee Stock Purchase Plan, a program that allows eligible employees the opportunity to take an ownership stake in Invesco. If you are interested in owning Invesco stock, you may do so at a 15% discount through the ESPP.



sset last name <sset@scmsgroup.org>

Fwd: Smaartt | Campus Recruitment Drive

Jayanand B <jayanand@scmsgroup.org>
To: SSET <sset@scmsgroup.org>

Tue, Dec 21, 2021 at 10:21 AM

Madam,

Thank you very much for the update. We request your kind selves to consider our institution for future placements as well.

Regards,

Jayanand B

On Mon, Dec 20, 2021 at 3:56 PM Smaartt Excellence <india@smaartt.com> wrote:

Hello Sir,

Greetings!

We are more than happy to inform you that Mr.Robin Abraham from SCMS School of Engineering and Technology got selected and joined Smaartt Digital Innovation team as Associate Consultant-Digital Innovation.

Thanks for your valuable Support!

Regards

Deepthy Thomas

Director-Operations

 Logo Description automatically generated

T: +91 8136988111

E: india@smaartt.com

 signature_297590647

From: Jayanand B <jayanand@scmsgroup.org>

Sent: Wednesday, November 3, 2021 3:26 PM

To: Smaartt Excellence <india@smaartt.com>

Subject: Re: Smaartt | Campus Recruitment Drive

Dear Madam,

Please find the attached list of students who came forward for Smaartt Placement from our institution.

Thanks and Regards,

Jayanand B,
Placement in Charge,
SCMS School of Engineering and Technology,
Ernakulam.

[Quoted text hidden]

HRD: TAT: TRG: 407: 2020-21

DATE: 05.08.2021

MS. RIZWANA YASMIN HASHIM
D/o Mr. HASHIM P S
ALAMANA HOUSE KAPRASSERY,,
NEDUMBASSERY PO.,
ALUVA, ERNAKULAM 683585
KERALA

Dear Ms. Rizwana Yasmin Hashim,

Offer for Appointment in the Bank as Probationary Officer in Scale I cadre

In continuation to the Online Test and Interview, we are glad to offer you appointment in the Bank as Probationary Officer in Scale I cadre.

As you have completed your Induction Training Programme, you are advised to report at the below mentioned Office for the completion of joining formalities and One Month Branch Training from 12.08.2021:

THE SOUTH INDIAN BANK LTD.
SARAVANAMPATTY (0663)
NO.11266, THUDIYALUR ROAD,
NEAR KGISL, SARAVANAMPATTY P.O.,
COIMBATORE 641035
TAMIL NADU
PH No. 0422-2668660

Further, on successful completion of Branch Training, you will be posted at:

THE SOUTH INDIAN BANK LTD.
TRANSACTION BANKING DEPT. (8024) (For BOG COIMBATORE)
D NO. 1084, TRICHY ROAD, SUNGAM
COIMBATORE -641018 TAMIL NADU
PH NO.8879882105

You are liable for transfer anywhere in India at the sole discretion of the Bank. Initially you will be on probation for a period of 2 (two) years. On successful completion of probation, you will be confirmed in the service of the Bank as Assistant Manager in Scale I cadre. In case the Bank finds your services unsatisfactory, it reserves the right to extend your probation/terminate your service at its sole discretion.

Please note that as you are allowed to join the service of Bank prior to the declaration of final results of your qualifying course, your appointment will be on provisional basis till submission of mark list/original degree certificate of having qualified the prescribed course meeting all the stipulated eligibility criteria.

Details of remuneration, perquisites payable to you on probation and other terms and conditions of employment are attached herewith. Please confirm acceptance of the offer to the e-mail ID careers@sib.co.in on or before 06.08.2021.

We hope this will be the beginning of a long and rewarding career with us.

Yours sincerely,



(Anto George T.)
Senior General Manager (HR & Admin)

Encl: Remuneration, Perquisites and other Terms & Conditions

REMUNERATION, PERQUISITES AND OTHER TERMS & CONDITIONS
Pay Scale (as per IBA)

36,000 – 1,490/7 – 46,430 – 1,740/2 – 49,910 – 1,990/7 – 63,840

Monthly Salary (as per IBA)

Basic Pay	:	Rs.36,000/-
Special Allowance	:	16.40% of Basic Pay
Dearness Allowance (for May, June and July 2021)	:	25.69% of BP + Special Allowance + Learning Allowance
Learning Allowance	:	Rs.600/-

Monthly Allowance

Entertainment Expense	:	Rs.300/-
Newspaper/ Periodicals	:	Rs.400/-
Fixed Conveyance	:	Rs.650/-
House Rent Allowance	:	As per eligibility and norms of the Bank

Half - Yearly Allowance

Closing Allowance	:	Rs.1,100/-
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Yearly Allowance

Medical Aid	:	Rs.10,300/-
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Other Benefits

- In addition to the above, on confirmation you will also be eligible for all allowances & benefits applicable to Scale I cadre which are in existence or may be introduced in the Bank from time to time.
- You will be eligible for Performance Linked Incentive (PLI) as applicable to Scale I cadre.
- You will also be governed by the "Defined Contributory Pension Scheme" in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + D.A) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank
- You are eligible for Gratuity as per the provisions of The Payments of Gratuity Act after rendering five years of continuous service in the Bank.

Employee Training & Development

You will be trained on the job during probation period and as a part of continuous employee training and evaluation, you need to attempt 20 modules of the e-learning test conducted by Bank's Staff Training College during your probation. You are required to score a minimum of 60% marks in each module and an aggregate of 70% marks for all the 20 modules put together before getting confirmed in the service of the Bank. The marks scored in these tests will also be taken in to consideration for your confirmation. The detailed modalities of the e-learning test will be informed to you in due course.

Other Terms and Conditions

- a) You should be possessing the stipulated qualification/criteria for the selection process as cited below:
- ✓ Age: Not more than 23 years as on 31.03.2021
 - ✓ Graduation in BE/ B Tech (all streams) under regular course
 - ✓ Pass in 10th & 12th with 60% & above under regular course.
 - ✓ Scoring minimum 60% marks separately in all the semester(s)/ year(s) in first attempt for the BE/ B Tech.
 - ✓ Also required to pass the remaining semester/year with minimum 60% marks in first attempt.
- b) Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted on or before **31.10.2021** failing which your appointment will be terminated.
- c) It shall be distinctly understood that this offer for appointment is subject to your passing with the stipulated qualification/ criteria cited above, submission of original documents/ credentials, medical fitness, police verification and satisfactory background verification. The original Educational Certificates will be returned to you normally on your completion of 3 years of active service in the Bank.
- d) You have to execute an agreement to the effect that you will serve the Bank for a minimum period of 3 (three) years active service from the date of your joining the bank. In case you leave the service of the Bank before the expiry of the said period, a sum of ₹1,50,000/- (Rupees One Lakh Fifty Thousand only) will have to be paid towards expenses incurred by the bank for recruitment, imparting training (both in house and external training including on the job training), compensation/ liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.
- e) You shall not leave or discontinue your service in the Bank without first giving a Notice in writing of your intention to leave or discontinue the service or resign. The period of notice required shall be 3 months of continuous service without leave and the same shall be submitted to the Competent Authority.
- f) You shall comply with all the rules and regulations in force from time to time in the Bank as applicable to other employees of the Bank and shall carry out all the other lawful orders/ instructions/ directions of the Bank as are given to you in connection with the day-to-day discharge of your duties and other assignments assigned/ delegated by the Bank from time to time, while in service of the Bank.

- g) All non-public/ price sensitive information obtained/ accessed/ reviewed during your service should be kept as confidential and should not be released/ disclosed either during your service or following cessation (by whatever means) to third parties without prior clearance from the Bank.
- h) The Bank shall be entitled to terminate your service without notice, indemnities and compensation in any of the following events:
- ✓ If you are in the opinion of the Bank, guilty of dishonesty, misconduct or negligence in the performance of your duties.
 - ✓ If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations; made any illegal monetary benefits in cash or in kind out of any of the Bank's affairs.
- i) All information pertaining to your remuneration is to be kept as confidential and should not be disclosed for any reason, other than as required for appropriate financial reporting purposes.
- j) Bank at its discretion will carry out the background checks as per the policy of the bank.
- k) It shall be distinctly understood that your appointment is subject to your medical fitness and satisfactory background verification. If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analysing the medical reports submitted by you. Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Please note that on confirming acceptance to this offer for appointment, detailed instructions along with document formats will be sent to your registered e-mail ID for the completion of pre-joining formalities.

I hereby accept the terms and conditions of offer for appointment

Signature

:



Place

:

JEDDAH

Date

:

6th August 2021



sset last name <sset@scmsgroup.org>

Online Test Results - Recruitment of Probationary Officers

3 messages

CAREERS <careers@sib.co.in>

Tue, Jun 29, 2021 at 3:34 PM

To: sset@scmsgroup.org, varunmenon@scmsgroup.org

Dear Sir/ Madam,

In connection with the Campus Recruitment of Probationary Officers, please be informed that the candidates listed in the attachment are shortlisted for the Interview (through VC). The schedule for the same will be informed in due course.

Please note that candidates those who satisfy the eligibility criteria which were communicated earlier, will only be permitted to attend the selection process. Hence it is advised to verify the details once again.

Eligibility criteria are as follows:

Age

- Not more than 23 years as on 31.03.2021.

Minimum Educational Qualification

- BE/ B Tech (all streams)
- 60% marks in X/SSLC, XII/HSC
- 60% marks in each semester(s)/ year(s) in first attempt
- Also required to pass the remaining semester/year with minimum 60% marks

In order to collect the Candidates profile in a uniform manner, we have developed a portal to update the candidate's details. The candidates are advised to Login by clicking "Apply here" in the given Link : <https://recruit.southindianbank.com/RDC/campus?campus=SSETK>

Further, in "Upload Documents Tab – Upload Certificates Option", the candidates are supposed to Upload the following documents (in a single file, maximum of 5 MB), in order to complete the document verification

1. College ID Card
2. Xth Mark List
3. XIIth Mark List
4. BE/ B Tech Semester wise Mark list (whichever Published)
5. BE/ B Tech Degree/ Provisional Certificate (If Published)

It is advised to intimate all the shortlisted candidates regarding the same.

In case of any clarifications required, kindly revert back to us.

Yours Faithfully,

Jenson Jose

Manager::Talent Acquisition Team

Human Resources Department

(An ISO 9001:2015 Certified Department)

Ph: 0487-2436653/ 9739665560

E-mail: careers@sib.co.in || jensonjose@sib.co.in

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 **SSETK - OT RESULTS.pdf**
358K

SSET <sset@scmsgroup.org>
To: Varun Menon G <varunmenon@scmsgroup.org>

Tue, Jun 29, 2021 at 3:35 PM

[Quoted text hidden]

 **SSETK - OT RESULTS.pdf**
358K

sset last name <sset@scmsgroup.org>
Draft To: Jayanand B <jayanand@scmsgroup.org>

Sat, Sep 4, 2021 at 8:16 PM

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

From: **CAREERS** <careers@sib.co.in>
Date: Tuesday, June 29, 2021
Subject: Online Test Results - Recruitment of Probationary Officers
To: sset@scmsgroup.org, varunmenon@scmsgroup.org

[Quoted text hidden]

 **SSETK - OT RESULTS.pdf**
358K



**LIST OF PROVISIONALLY SELECTED CANDIDATES FOR THE
POST OF PROBATIONARY OFFICERS**

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, KOCHI

It gives us immense pleasure to formally inform you that the following students from your institution have come out successful in the selection process held for the post of Probationary Officer.

SI NO.	REFERENCE ID	CANDIDATE NAME
1	N12906202100620	MILNA JAMES
2	N12906202100650	HONEY MANOJ
3	N12906202100902	VISHNU K B
4	N12906202101028	FEBIN C JOSE
5	N12906202101316	FAHAD BIN SHAHABUDHEEN
6	N12906202101318	RIZWANA YASMIN HASHIM
7	N12906202101356	SONA PETER

We congratulate the selected candidates and wish them a successful career with us. We also congratulate all those in the institution mentoring them to take up challenges ahead.



Ashik. Mathew <ashik.mathew.pjm@gmail.com>

Welcome to Speridian Technologies

speridian-campus <speridian-campus@speridian.com>
To: "ashik.mathew.pjm@gmail.com" <ashik.mathew.pjm@gmail.com>

Fri, Jul 23, 2021 at 6:53 PM

Hi Ashik Mathew,

Greetings from Speridian!!!

Speridian is pleased to provide you the conditional offer letter, contingent on completion of your professional degree and will be on-boarding you on 1st week (tentatively) of September 2021. You are requested to read through the terms and conditions of the attached letter.

We herewith attaching a document in order to prepare the Bond Agreement. Please ensure that the entire details in the document are entered by you and returned by e-mail on or before **28th July 2021**. You are also requested to attach yours as well as your guarantor's ID proof for verification purpose.

On acceptance of the above details, we will come back to you soon with the final offer letter.

We look forward to working with you to create an exciting and a mutually rewarding association.

Regards

Human Resources

2 attachments

 **Details.doc**
294K

 **Ashik Mathew.pdf**
288K

Date: 23rd July 2021

HisanaT Y

CONDITIONAL OFFER LETTER

Further to the discussion and interview you had with us, we are pleased to inform that you have been conditionally selected for employment with Speridian Technologies Pvt. Ltd. ("Speridian" or "Company") as **Trainee Associate** at a compensation of Rs.3,00,000/- per annum as Gross Annual Remuneration, for providing IT Software Services & Support to our customers on the following terms and conditions.

Broad Terms and Conditions:

1. You will be provided extensive training for a period of 30-90 days depending on the project that you will be put in. You will be on probation for a period of six months from the actual date of your joining, which may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. Speridian at its sole discretion reserves all rights to select or reject your candidature for any reason whatsoever.
2. Please take your time to get acquainted with the training of any of the programming languages (Dotnet, Java, Python, C++ etc).
3. We shall reach out to you in case there are some internship opportunities exists with us, as a part of the Pre-boarding skill enhancement program.
4. Two years' service Agreement -You are required to execute a bond/contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two Lakh) excluding the service tax to be payable to the Company in accordance with the terms and conditions of such contract. This bond is applicable towards all expenses incurred by the company towards training.
5. Due to pandemic situation, we are currently following the Work-From-Home facility for all our associates and the same will applicable for you in the initial period. At the same time when the pandemic situation is taken up, you need to be ready for relocation to any of our office locations (Trivandrum/Cochin/Bangalore/Mumbai).
6. This appointment is subject to the clearance of your professional degree course along with being found medically fit to take up this job. We are recommending you to carry out a full health check report + COVID negative report.

© Speridian | All Rights Reserved.

Speridian has not authorized any agency/partner carry out recruitment on its behalf. In case of any breach, please bring to your notice. Speridian is an equal opportunity Employer.

7. Feel free to reach out to speridian-campus@speridian.com for any queries.

Sincerely,

A handwritten signature in black ink, appearing to read 'Vivek Nair', with a long, sweeping underline that extends to the right.

Vivek Nair
Speridian Technologies Pvt. Ltd.

Date: 23rd July 2021

Milna James

CONDITIONAL OFFER LETTER

Further to the discussion and interview you had with us, we are pleased to inform that you have been conditionally selected for employment with Speridian Technologies Pvt. Ltd. ("Speridian" or "Company") as **Trainee Associate** at a compensation of Rs.3,00,000/- per annum as Gross Annual Remuneration, for providing IT Software Services & Support to our customers on the following terms and conditions.

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Vivek Nair
Speridian Technologies Pvt. Ltd.

Date: 23rd July 2021

Neal Vinod

CONDITIONAL OFFER LETTER

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Sincerely,

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Vivek Nair
Speridian Technologies Pvt. Ltd.

SUN/HRD/2021
26.07.2021

JIYA BENNY

Elamkulam House, Kandanad PO,
Thiruvankulam, Ernakulam
Kerala - 682305

Dear JIYA BENNY,

Subject: Letter of Appointment

With reference to your application and subsequent interviews, we are pleased to appoint you as **Associate Software Engineer (Band - A)** with effect from **28th July 2021** in our Company, based on the terms and conditions mentioned in this Letter of Appointment.

1. Probation:

- a) You will be on probation for a period of **1 year** from the date of your joining. On completion of this period, you may be confirmed to the regular service of the company if your services are found satisfactory. You will continue to be on probation till you are explicitly communicated in writing about your confirmation.
- b) During the probation period, your performance will be assessed by the Company and only on satisfactory completion in the opinion of the Company, of your initial or extended probationary period, you will be confirmed in writing to the regular service of the Company on such terms and conditions as decided by the Company.
- c) Notwithstanding anything contained herein, prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your services shall be liable to termination without any notice or assigning any reason whatsoever.

2. Place of Posting:

Your base location of posting will be **Trivandrum**. However, your work location can be any other location, including Work from Home arrangement or other co-location place as may be mutually beneficial. Your services are, however, liable to be transferred or deputed to any of our offices / divisions, or to any of our parent, subsidiary or affiliate organizations and/or any of their offices / divisions, or the offices / divisions of any of our clients or customers, at any time anywhere in India or abroad without any additional remuneration.

3. Working hours and Holidays:

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 9 A.M to 5.45 P.M. respectively, with a lunch break of 45 minutes. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work and emergencies.
- b) Holidays would be as per the holiday list announced by the Company from time to time.
- c) As a permanent employee of the Company you will be entitled to sick leave and privilege leave as per Company's leave policy.

4. Duties, Responsibilities and Service Conditions:

- a) The Company will expect you to work with the highest level of commitment, ownership and integrity in the role you are assigned to.

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Correspondence Address: TC 4/2399 (1), Vikramapuram Hills, Kowdiar PO, Trivandrum - 695003, Kerala, India.
CIN: U72900TN2020PTC133818 E-mail: compliance@suntecgroup.com
www.suntecgroup.com

- b) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company, which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and you should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company.
- c) You shall diligently, faithfully and to the best of your ability serve the Company, use your best endeavor to promote the interests of the Company and perform all duties that may be entrusted to you from time to time. For the performance of all such duties, you shall use all the knowledge, skill and experience which you possess, to the entire satisfaction of the Company and work extra hours if the job so requires.
- d) You will abide by the service rules and regulations of the Company that are in force and which will be introduced from time to time.
- e) You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc. that may be incurred in connection with such official travel shall be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.
- f) The service conditions mentioned in this Letter of Appointment such as appointment, confirmation, increment, transfers, etc., are not subject to any amendments unless communicated by the authorized officer nominated by the Company for this purpose.
- g) You will perform all such jobs as may be assigned to you from time to time by your reporting authority, whose name will be intimated to you from time to time.
- h) You will implement and act in accordance with the Company's information security policies.
- i) You will not seek membership of any local public body without first obtaining specific permission from the Company.
- j) You will be required to enter into a Confidentiality Agreement with the Company, to ensure that confidential information of the Company is kept confidential by you.
- k) In addition to verbal/ written instructions / office orders, you will be governed by the rules, regulations and such other practices, systems, policies and procedures of the Company and as indicated by the Company from time to time.
- l) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier, deliver to the Company all the properties of the Company, in your custody or possession
- m) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
 - i. directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company; or
 - ii. directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.

5. **Intellectual Property Rights:**

All intellectual properties rights in, India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type (including all improvements) conceived / created

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CIN: U72900TN2020PTC133818 E-mail: compliance@suntecgroup.com
www.suntecgroup.com

/ made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favor of the Company.

6. Restrictions on borrowing/ accepting gifts:

You shall not borrow or accept any money, gift, rewards or compensation etc. for your personal gains from or otherwise place yourself under pecuniary obligation to any person with whom you may be having official dealings on behalf of the Company.

7. Business Ethics and General Standards of Conduct:

- a) The reputation of SunTec is built upon ethical conduct of our employees. Successfully operating a business and preserving our reputation for integrity and excellence, require that we carefully monitor our conduct, adhere to SunTec values and comply with defined policies and processes. That being said, it is vital that SunTeciens shall comply with these Standards of Conduct which apply to all SunTeciens worldwide:
- b) To provide the best possible work environment, SunTec requires all employee to follow rules of conduct that will protect the interests and safety of all fellow employees and the facility. Conduct that is offensive to fellow employees, discredits the company, interferes with business operations, or any other conduct, which in management's judgment is averse to the company's interest, will not be tolerated.
- c) Ethical business conduct is critical to our business. This Code provides the standards of conduct that guide all directors, officers and employees of SunTec and those representatives of the Company's subsidiaries and affiliates. All associates are expected to conduct themselves appropriately and seek to avoid even the appearance of improper behavior. Our third-party representatives such as consultants, agents and independent contractors are also expected to follow this Code of Conduct and Ethics.

8. Disciplinary action:

- a) You shall at any time be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, indiscipline, committing breach of any service conditions or misconduct such as irregular attendance, unauthorized absence, negligent action or omission, misbehavior, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company.
- b) Pending disciplinary action, you can be suspended from service.

9. Salary & Benefits:

Salary: Your salary (total Earning Potential) will be **Rs. 450000 /- (Rupees Four Lakhs Fifty Thousand Only)** per annum details of which are stated in Annexure. Your increments in salary will be subject to and on the basis of your performance as will arise out of the Performance Appraisal conducted periodically and as decided by the Company from time to time.

Benefits: In addition to your annual total salary, you will also be eligible for following benefits effective your date of joining, which will be governed by the Company policy. (Refer – Annexure)

10. Medical Fitness:

You shall undergo a medical examination as per Company's medical examination policy stipulated by the Company from time to time.

11. Retirement:

On attaining the age of 58 years, you are liable to be superannuated /retired from the services of the Company. The last working day of that month shall be the date of retirement. Company may at its discretion, extend your service period.

12. Termination of Service:

- a) The employment may be terminated at any time by either party; by giving 30 days' notice (if during probation period), and 90 days' notice (if after confirmation) OR by payment of salary (last drawn Earning Potential calculated on a monthly basis less employer's share of monthly contribution to PF and less applicable monthly performance linked bonus / variable pay) in lieu of such applicable notice period, subject to the following conditions:
- i. Company may terminate this Letter of Appointment by giving you notice without assigning any reason whatsoever, either with immediate or partial effect, by payment of salary in lieu of the applicable notice period. However, this Section 12(a) i shall not be applicable to termination under section 12 (b).
 - ii. Your right to terminate this Letter of Appointment shall be subject to you fulfilling your obligations under the Service Conditions Agreement, if any.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
- i. by giving one 1month's notice if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties
 - ii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time; with immediate effect, if you are convicted of any criminal offence (other than an offence under road traffic regulations or for which a fine or non-custodial penalty is imposed);
 - iii. With immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

All notices, requests or other communications by the terms hereof required or permitted to be given by you to the Company shall be given in writing by personal delivery or by registered mail, addressed or delivered to the Company at:

Head - Human Resources,
SunTec Digital Solutions Pvt Ltd,
Kuravankonam, Kowdiar PO,
Trivandrum - 695 003, India

Any notice that may be required to be given to you by the Company shall be deemed to be duly and properly given if hand delivered to you personally, or sent by registered post to your address as per the records available with the Company or delivered/ acknowledged by e-mail to your personal id.

- c) After notice of termination has been given by either Party under this Letter of Appointment, the Company has the absolute discretion for all or part of the notice period to:
- i. exclude you from the premises of the Company
 - ii. require you to carry out no duties

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- iii. instruct you not to communicate with System Integrators, Business Allies, suppliers, customers, employees, agents or representatives of the Company or parent, subsidiary or affiliate organizations of the Company; and
 - iv. make such internal and/or external announcements as it deems appropriate.
- d) Upon the termination of this Letter of Appointment howsoever, the same shall arise:
- i. you shall deliver to the Company all property belonging to the Company and parent, subsidiary or affiliate organisations of the Company, including the business cards, laptops, mobile phones if any, provided by the Company
 - ii. the Company shall be entitled to deduct from your remuneration all debts, if any, owed by you to the Company and parent, subsidiary or affiliate organisations of the Company; and
 - iii. you shall not, without the prior written consent of the Company, at any time thereafter represent yourself still to be connected with the Company.
 - iv. you shall not do any action or omission which is intended, or would reasonably be expected/interpreted, to harm the Company (which connotation in this context includes, without limitation, Company's affiliates, directors, employees, agents, contractors, customers, prospective customers; personnel of Company's affiliates, agents, customers or prospective customers; persons or entities associated with the Company; or Company's products, processes, policies or the like), its/ their reputation or which would reasonably be expected to lead to unwanted or unfavorable publicity to the Company, or which may be construed under any law as defamation or disparagement. In the event of any such action or omission on your part, then Company shall have the right to initiate appropriate legal proceedings against you without the requirement of any further notice.

13. Other Rules & Regulations:

- a) The rules and regulations of the Company as applicable from time to time shall govern your appointment.
- b) This Letter of Appointment, the Confidentiality Agreement, and the Service Conditions Agreement (if any) to be entered into between you and the Company, comprise the totality of all contractual relations between the Company and you. This Letter of Appointment, the Confidentiality Agreement, and the Service Conditions Agreement (if any) replace all previous offers, promises, letters and agreements in verbal or written form between the parties. No alteration in the terms of this Letter of Appointment shall be binding unless made in writing and signed by both the parties.
- c) You are required to submit 4 copies of your recent passport size photographs as well as copies of certificate, for proof of age, testimonials and relevant mark sheets to the Human Resources team.
- d) Your appointment is being made on the basis of the information and details given by you in your application for employment and otherwise. Notwithstanding anything contained herein, if at any time, any information or details given by you is found incorrect or false, your services will be liable for termination without any notice, salary in lieu of notice or compensation. No charge sheet or disciplinary action will be necessary.
- e) Company desires to employ you because of your general industry knowledge and experience, your personal traits and skills. Company does not want to improperly access confidential business information of your previous employer/s. Therefore, you understand and agree that as a mandatory condition of your employment with the Company, you undertake that you do not breach any non-compete clause (if any) agreed with your previous employer/s.
- f) You shall not, during your employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity and you shall not bring into the premises of the Company any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity and shall not disclose or use any conditional business information of any previous employer/s that you have a duty to retain as confidential.
- g) You undertake to disclose any non-compete clause agreed with your previous employer/s and the terms of such non-compete clause prior to you joining employment without any delay.

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- h) You warrant that as of the date of this Letter of Appointment, you are not under any obligation, restriction or duty, whether express or implied, to any third party (including interacting with clients and potential clients of the Company) which might or will adversely affect your ability to enter into this Letter of Appointment or which might or will prevent or restrict you, partly or wholly, from performing your duties as may be specified by your Reporting Authority from time to time.
- i) You agree to indemnify Company against any and all claims, actions, loss or damages sustained by Company as a consequence of your breaching any restrictions which you are or may be bound by/towards your previous employer/s. Any violation of this requirement will result in corrective action, up to and potentially including termination of employment.
- j) By accepting this employment you confirm that you are able to accept this job and carry out the work that it would involve (including interacting with clients and potential clients of the Company) without breaching any legal restrictions on your activities, such as restrictions imposed by a current or former employer.
- k) This Letter of Appointment shall be governed and construed in all respects in accordance with the laws of Republic of India.
- l) In case any dispute arises relating to this Letter of Appointment or any of the terms contained herein, the dispute shall be referred to and settled by Arbitration by a sole arbitrator to be nominated/appointed by the Company in consultation with you. The parties shall not approach any court of law till such arbitration has concluded. The Arbitration proceedings shall be in accordance with the Indian Arbitration and conciliation Act, 1996. The venue of Arbitration proceedings shall be Trivandrum. However, the Company shall be entitled to approach Courts of law, in relation to any breach, threatened breach or anticipated breach of Intellectual Property Rights.
- m) The parties hereby agree to submit to the exclusive jurisdiction of the courts in Trivandrum, India, for initiating any legal action for enforcing any terms and conditions of this Letter of Appointment.
- n) If any of the clauses or sub clauses of this Letter of Appointment become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
- o) If you agree to accept this Letter of Appointment on the above terms and conditions, sign and return the counterpart of this Letter of Appointment enclosed herewith duly signed on all pages.

Yours truly

for SunTec Digital Solutions Private Limited



Prakash P Nair
Head – Human Resources

Acceptance of the appointment letter

I have read and understood the terms and conditions of the above Letter of Appointment and I unconditionally accept the same without any reservations whatsoever.

Signature

Name: JIYA BENNY

Date:

Regd Office SEZ 1: SunTec Digital Solutions Private Limited, 2nd Floor, 4th Module,
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SEZ 2: SunTec Digital Solutions Private Limited, # Block No.8, Plot No.18,
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Correspondence Address: TC 4/2399 (1), Vikramapuram Hills, Kowdiar PO, Trivandrum - 695003, Kerala, India.
CIN: U72900TN2020PTC133818 E-mail: compliance@suntecgroup.com
www.suntecgroup.com

Annexure

Name **JIYA BENNY**
Band **A**
Designation **Associate Software Engineer**

Your total earning potential is structured as per the details given below:

Component	Annual amount (in Indian Rupees)	Remarks
Basic Salary	204000	Paid monthly
House Rent Allowance	81600	Paid monthly
Other Allowances	12829	Paid monthly
Leave Travel Allowance	17000	Paid monthly
Medical Reimbursement	5000	Paid monthly
Transportation	18000	Paid monthly
Internet & Mobile Reimbursement	12000	Paid Monthly
Food & Refreshments	9600	Paid monthly (through Food card)
Medical Insurance	5679	Paid directly by company
Provident Fund*	24480	Employer's contribution
Provision for Gratuity**	9812	Paid as per provisions of Gratuity Act
Training Performance Linked Bonus (PLB/TPLB)***	50000	
Total Earning Potential	450000	

Note: The above structure is with effect from your actual date of joining and may change (without affecting the net amount) as and when the company decides on such matters as policy. The above salary details are strictly confidential, and should not be shared with anybody within or outside SunTec.

*Additionally you are eligible for Group Medical Insurance/Personal Accident Insurance and Term Life Insurance Cover as applicable to your work level in line with the company HR policy

**You will be entitled to Gratuity settlement as per the Act once you complete 4 years 240 days of continuous service with SunTec.

Training Performance Linked Bonus/PLB***

TPLB/PLB will be calculated in a prorated basis on successful completion of training, and will be paid after 6 months from the date of the joining on the basis of training score.

Medical Insurance: A floater cover of **Rs. 300,000/-** for self, spouse and up to 3 dependent children

- a) You have the option to cover your parents and parents-in-law at SunTec negotiated rates. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
- b) For all admissible claims under the Medical Insurance plans detailed above, you will be required to contribute 15% of each claim as co-payment.

Personal Accident Insurance: A graded cover of **Rs. 25,00,000/-** for self. This will also cover permanent total disability, permanent partial disability and temporary total disability apart from accidental death. A weekly benefit of Rs 10,000/- for up to 52 weeks during leave without pay, for temporary total disability due to any accident.

EDLI: A flat term life insurance cover of **Rs. 7,00,000/-** for self.

Life Insurance: A graded cover of **Rs. 10,00,000/-** for self. The scope of the cover is worldwide. This is over and above the EDLI.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.



Prakash P Nair
Head – Human Resources

SUN/HRD/2021
07.06.2021

NEETHU SUNIL
THATTIL NADAKALAN HOUSE,
POTTA P.O, CHALAKUDY, THRISSUR,
KERALA - 680722

Dear NEETHU SUNIL,

Subject: Letter of Appointment

With reference to your application and subsequent interviews, we are pleased to appoint you as **Associate Software Engineer (Band - A)** with effect from **23.06.2021** in our Company, based on the terms and conditions mentioned in this Letter of Appointment.

1. Probation:

- a) You will be on probation for a period of **1 year** from the date of your joining. On completion of this period, you may be confirmed to the regular service of the company if your services are found satisfactory. You will continue to be on probation till you are explicitly communicated in writing about your confirmation.
- b) During the probation period, your performance will be assessed by the Company and only on satisfactory completion in the opinion of the Company, of your initial or extended probationary period, you will be confirmed in writing to the regular service of the Company on such terms and conditions as decided by the Company.
- c) Notwithstanding anything contained herein, prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your services shall be liable to termination without any notice or assigning any reason whatsoever.

2. Place of Posting:

Your base location of posting will be **Trivandrum**. However, your work location can be any other location, including Work from Home arrangement or other co-location place as may be mutually beneficial. Your services are, however, liable to be transferred or deputed to any of our offices / divisions, or to any of our parent, subsidiary or affiliate organizations and/or any of their offices / divisions, or the offices / divisions of any of our clients or customers, at any time anywhere in India or abroad without any additional remuneration.

3. Working hours and Holidays:

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 9 A.M to 5.45 P.M. respectively, with a lunch break of 45 minutes. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work and emergencies.
- b) Holidays would be as per the holiday list announced by the Company from time to time.
- c) As a permanent employee of the Company you will be entitled to sick leave and privilege leave as per Company's leave policy.

4. Duties, Responsibilities and Service Conditions:

- a) The Company will expect you to work with the highest level of commitment, ownership and integrity in the role you are assigned to.

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- b) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company, which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and you should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company.
- c) You shall diligently, faithfully and to the best of your ability serve the Company, use your best endeavor to promote the interests of the Company and perform all duties that may be entrusted to you from time to time. For the performance of all such duties, you shall use all the knowledge, skill and experience which you possess, to the entire satisfaction of the Company and work extra hours if the job so requires.
- d) You will abide by the service rules and regulations of the Company that are in force and which will be introduced from time to time.
- e) You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc. that may be incurred in connection with such official travel shall be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.
- f) The service conditions mentioned in this Letter of Appointment such as appointment, confirmation, increment, transfers, etc., are not subject to any amendments unless communicated by the authorized officer nominated by the Company for this purpose.
- g) You will perform all such jobs as may be assigned to you from time to time by your reporting authority, whose name will be intimated to you from time to time.
- h) You will implement and act in accordance with the Company's information security policies.
- i) You will not seek membership of any local public body without first obtaining specific permission from the Company.
- j) You will be required to enter into a Confidentiality Agreement with the Company, to ensure that confidential information of the Company is kept confidential by you.
- k) In addition to verbal/ written instructions / office orders, you will be governed by the rules, regulations and such other practices, systems, policies and procedures of the Company and as indicated by the Company from time to time.
- l) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier, deliver to the Company all the properties of the Company, in your custody or possession
- m) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
 - i. directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company; or
 - ii. directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.

5. **Intellectual Property Rights:**

All intellectual properties rights in, India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type (including all improvements) conceived / created

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/ made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favor of the Company.

6. Restrictions on borrowing/ accepting gifts:

You shall not borrow or accept any money, gift, rewards or compensation etc. for your personal gains from or otherwise place yourself under pecuniary obligation to any person with whom you may be having official dealings on behalf of the Company.

7. Business Ethics and General Standards of Conduct:

- a) The reputation of SunTec is built upon ethical conduct of our employees. Successfully operating a business and preserving our reputation for integrity and excellence, require that we carefully monitor our conduct, adhere to SunTec values and comply with defined policies and processes. That being said, it is vital that SunTeciens shall comply with these Standards of Conduct which apply to all SunTeciens worldwide:
- b) To provide the best possible work environment, SunTec requires all employee to follow rules of conduct that will protect the interests and safety of all fellow employees and the facility. Conduct that is offensive to fellow employees, discredits the company, interferes with business operations, or any other conduct, which in management's judgment is averse to the company's interest, will not be tolerated.
- c) Ethical business conduct is critical to our business. This Code provides the standards of conduct that guide all directors, officers and employees of SunTec and those representatives of the Company's subsidiaries and affiliates. All associates are expected to conduct themselves appropriately and seek to avoid even the appearance of improper behavior. Our third-party representatives such as consultants, agents and independent contractors are also expected to follow this Code of Conduct and Ethics.

8. Disciplinary action:

- a) You shall at any time be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, indiscipline, committing breach of any service conditions or misconduct such as irregular attendance, unauthorized absence, negligent action or omission, misbehavior, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company.
- b) Pending disciplinary action, you can be suspended from service.

9. Salary & Benefits:

Salary: Your salary (total Earning Potential) will be **Rs. 450000 /- (Rupees Four Lakhs Fifty Thousand Only)** per annum details of which are stated in Annexure. Your increments in salary will be subject to and on the basis of your performance as will arise out of the Performance Appraisal conducted periodically and as decided by the Company from time to time.

Benefits: In addition to your annual total salary, you will also be eligible for following benefits effective your date of joining, which will be governed by the Company policy. (Refer – Annexure)

10. Medical Fitness:

You shall undergo a medical examination as per Company's medical examination policy stipulated by the Company from time to time.

11. Retirement:

On attaining the age of 58 years, you are liable to be superannuated /retired from the services of the Company. The last working day of that month shall be the date of retirement. Company may at its discretion, extend your service period.

12. Termination of Service:

- a) The employment may be terminated at any time by either party; by giving 30 days' notice (if during probation period), and 90 days' notice (if after confirmation) OR by payment of salary (last drawn Earning Potential calculated on a monthly basis less employer's share of monthly contribution to PF and less applicable monthly performance linked bonus / variable pay) in lieu of such applicable notice period, subject to the following conditions:
- i. Company may terminate this Letter of Appointment by giving you notice without assigning any reason whatsoever, either with immediate or partial effect, by payment of salary in lieu of the applicable notice period. However, this Section 12(a) i shall not be applicable to termination under section 12 (b).
 - ii. Your right to terminate this Letter of Appointment shall be subject to you fulfilling your obligations under the Service Conditions Agreement, if any.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
- i. by giving one 1month's notice if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties
 - ii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time; with immediate effect, if you are convicted of any criminal offence (other than an offence under road traffic regulations or for which a fine or non-custodial penalty is imposed);
 - iii. With immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

All notices, requests or other communications by the terms hereof required or permitted to be given by you to the Company shall be given in writing by personal delivery or by registered mail, addressed or delivered to the Company at:

Head - Human Resources,
SunTec Digital Solutions Pvt Ltd,
Kuravankonam, Kowdiar PO,
Trivandrum - 695 003, India

Any notice that may be required to be given to you by the Company shall be deemed to be duly and properly given if hand delivered to you personally, or sent by registered post to your address as per the records available with the Company or delivered/ acknowledged by e-mail to your personal id.

- c) After notice of termination has been given by either Party under this Letter of Appointment, the Company has the absolute discretion for all or part of the notice period to:
- i. exclude you from the premises of the Company
 - ii. require you to carry out no duties

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- iii. instruct you not to communicate with System Integrators, Business Allies, suppliers, customers, employees, agents or representatives of the Company or parent, subsidiary or affiliate organizations of the Company; and
 - iv. make such internal and/or external announcements as it deems appropriate.
- d) Upon the termination of this Letter of Appointment howsoever, the same shall arise:
- i. you shall deliver to the Company all property belonging to the Company and parent, subsidiary or affiliate organisations of the Company, including the business cards, laptops, mobile phones if any, provided by the Company
 - ii. the Company shall be entitled to deduct from your remuneration all debts, if any, owed by you to the Company and parent, subsidiary or affiliate organisations of the Company; and
 - iii. you shall not, without the prior written consent of the Company, at any time thereafter represent yourself still to be connected with the Company.
 - iv. you shall not do any action or omission which is intended, or would reasonably be expected/interpreted, to harm the Company (which connotation in this context includes, without limitation, Company's affiliates, directors, employees, agents, contractors, customers, prospective customers; personnel of Company's affiliates, agents, customers or prospective customers; persons or entities associated with the Company; or Company's products, processes, policies or the like), its/ their reputation or which would reasonably be expected to lead to unwanted or unfavorable publicity to the Company, or which may be construed under any law as defamation or disparagement. In the event of any such action or omission on your part, then Company shall have the right to initiate appropriate legal proceedings against you without the requirement of any further notice.

13. Other Rules & Regulations:

- a) The rules and regulations of the Company as applicable from time to time shall govern your appointment.
- b) This Letter of Appointment, the Confidentiality Agreement, and the Service Conditions Agreement (if any) to be entered into between you and the Company, comprise the totality of all contractual relations between the Company and you. This Letter of Appointment, the Confidentiality Agreement, and the Service Conditions Agreement (if any) replace all previous offers, promises, letters and agreements in verbal or written form between the parties. No alteration in the terms of this Letter of Appointment shall be binding unless made in writing and signed by both the parties.
- c) You are required to submit 4 copies of your recent passport size photographs as well as copies of certificate, for proof of age, testimonials and relevant mark sheets to the Human Resources team.
- d) Your appointment is being made on the basis of the information and details given by you in your application for employment and otherwise. Notwithstanding anything contained herein, if at any time, any information or details given by you is found incorrect or false, your services will be liable for termination without any notice, salary in lieu of notice or compensation. No charge sheet or disciplinary action will be necessary.
- e) Company desires to employ you because of your general industry knowledge and experience, your personal traits and skills. Company does not want to improperly access confidential business information of your previous employer/s. Therefore, you understand and agree that as a mandatory condition of your employment with the Company, you undertake that you do not breach any non-compete clause (if any) agreed with your previous employer/s.
- f) You shall not, during your employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity and you shall not bring into the premises of the Company any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity and shall not disclose or use any conditional business information of any previous employer/s that you have a duty to retain as confidential.
- g) You undertake to disclose any non-compete clause agreed with your previous employer/s and the terms of such non-compete clause prior to you joining employment without any delay.

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- h) You warrant that as of the date of this Letter of Appointment, you are not under any obligation, restriction or duty, whether express or implied, to any third party (including interacting with clients and potential clients of the Company) which might or will adversely affect your ability to enter into this Letter of Appointment or which might or will prevent or restrict you, partly or wholly, from performing your duties as may be specified by your Reporting Authority from time to time.
- i) You agree to indemnify Company against any and all claims, actions, loss or damages sustained by Company as a consequence of your breaching any restrictions which you are or may be bound by/towards your previous employer/s. Any violation of this requirement will result in corrective action, up to and potentially including termination of employment.
- j) By accepting this employment you confirm that you are able to accept this job and carry out the work that it would involve (including interacting with clients and potential clients of the Company) without breaching any legal restrictions on your activities, such as restrictions imposed by a current or former employer.
- k) This Letter of Appointment shall be governed and construed in all respects in accordance with the laws of Republic of India.
- l) In case any dispute arises relating to this Letter of Appointment or any of the terms contained herein, the dispute shall be referred to and settled by Arbitration by a sole arbitrator to be nominated/appointed by the Company in consultation with you. The parties shall not approach any court of law till such arbitration has concluded. The Arbitration proceedings shall be in accordance with the Indian Arbitration and conciliation Act, 1996. The venue of Arbitration proceedings shall be Trivandrum. However, the Company shall be entitled to approach Courts of law, in relation to any breach, threatened breach or anticipated breach of Intellectual Property Rights.
- m) The parties hereby agree to submit to the exclusive jurisdiction of the courts in Trivandrum, India, for initiating any legal action for enforcing any terms and conditions of this Letter of Appointment.
- n) If any of the clauses or sub clauses of this Letter of Appointment become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
- o) If you agree to accept this Letter of Appointment on the above terms and conditions, sign and return the counterpart of this Letter of Appointment enclosed herewith duly signed on all pages.

Yours truly

for SunTec Digital Solutions Private Limited



Prakash P Nair
Head – Human Resources

Acceptance of the appointment letter

I have read and understood the terms and conditions of the above Letter of Appointment and I unconditionally accept the same without any reservations whatsoever.

Signature

Name: NEETHU SUNIL

Date:

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Annexure

Name **NEETHU SUNIL**
Band **A**
Designation **Associate Software Engineer**

Your total earning potential is structured as per the details given below:

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Note: The above structure is with effect from your actual date of joining and may change (without affecting the net amount) as and when the company decides on such matters as policy. The above salary details are strictly confidential, and should not be shared with anybody within or outside SunTec.

*Additionally you are eligible for Group Medical Insurance/Personal Accident Insurance and Term Life Insurance Cover as applicable to your work level in line with the company HR policy

**You will be entitled to Gratuity settlement as per the Act once you complete 4 years 240 days of continuous service with SunTec.

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- b) For all admissible claims under the Medical Insurance plans detailed above, you will be required to contribute 15% of each claim as co-payment.

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The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.



Prakash P Nair
Head – Human Resources

SUN/HRD/2021
07.06.2021

PARVATHI P J

Puthedath House, Sanmarga Lane,
Ponnurunni, Vyttila P O, Cochin,
Kerala - 682019

Dear PARVATHI P J,

Subject: Letter of Appointment

With reference to your application and subsequent interviews, we are pleased to appoint you as **Associate Software Engineer (Band - A)** with effect from **23.06.2021** in our Company, based on the terms and conditions mentioned in this Letter of Appointment.

1. Probation:

- a) You will be on probation for a period of **1 year** from the date of your joining. On completion of this period, you may be confirmed to the regular service of the company if your services are found satisfactory. You will continue to be on probation till you are explicitly communicated in writing about your confirmation.
- b) During the probation period, your performance will be assessed by the Company and only on satisfactory completion in the opinion of the Company, of your initial or extended probationary period, you will be confirmed in writing to the regular service of the Company on such terms and conditions as decided by the Company.
- c) Notwithstanding anything contained herein, prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your services shall be liable to termination without any notice or assigning any reason whatsoever.

2. Place of Posting:

Your base location of posting will be **Trivandrum**. However, your work location can be any other location, including Work from Home arrangement or other co-location place as may be mutually beneficial. Your services are, however, liable to be transferred or deputed to any of our offices / divisions, or to any of our parent, subsidiary or affiliate organizations and/or any of their offices / divisions, or the offices / divisions of any of our clients or customers, at any time anywhere in India or abroad without any additional remuneration.

3. Working hours and Holidays:

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 9 A.M to 5.45 P.M. respectively, with a lunch break of 45 minutes. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work and emergencies.
- b) Holidays would be as per the holiday list announced by the Company from time to time.
- c) As a permanent employee of the Company you will be entitled to sick leave and privilege leave as per Company's leave policy.

4. Duties, Responsibilities and Service Conditions:

- a) The Company will expect you to work with the highest level of commitment, ownership and integrity in the role you are assigned to.

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- b) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company, which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and you should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company.
- c) You shall diligently, faithfully and to the best of your ability serve the Company, use your best endeavor to promote the interests of the Company and perform all duties that may be entrusted to you from time to time. For the performance of all such duties, you shall use all the knowledge, skill and experience which you possess, to the entire satisfaction of the Company and work extra hours if the job so requires.
- d) You will abide by the service rules and regulations of the Company that are in force and which will be introduced from time to time.
- e) You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc. that may be incurred in connection with such official travel shall be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.
- f) The service conditions mentioned in this Letter of Appointment such as appointment, confirmation, increment, transfers, etc., are not subject to any amendments unless communicated by the authorized officer nominated by the Company for this purpose.
- g) You will perform all such jobs as may be assigned to you from time to time by your reporting authority, whose name will be intimated to you from time to time.
- h) You will implement and act in accordance with the Company's information security policies.
- i) You will not seek membership of any local public body without first obtaining specific permission from the Company.
- j) You will be required to enter into a Confidentiality Agreement with the Company, to ensure that confidential information of the Company is kept confidential by you.
- k) In addition to verbal/ written instructions / office orders, you will be governed by the rules, regulations and such other practices, systems, policies and procedures of the Company and as indicated by the Company from time to time.
- l) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier, deliver to the Company all the properties of the Company, in your custody or possession
- m) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
 - i. directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company; or
 - ii. directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.

5. **Intellectual Property Rights:**

All intellectual properties rights in, India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type (including all improvements) conceived / created

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CIN: U72900TN2020PTC133818 E-mail: compliance@suntecgroup.com
www.suntecgroup.com

/ made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favor of the Company.

6. Restrictions on borrowing/ accepting gifts:

You shall not borrow or accept any money, gift, rewards or compensation etc. for your personal gains from or otherwise place yourself under pecuniary obligation to any person with whom you may be having official dealings on behalf of the Company.

7. Business Ethics and General Standards of Conduct:

- a) The reputation of SunTec is built upon ethical conduct of our employees. Successfully operating a business and preserving our reputation for integrity and excellence, require that we carefully monitor our conduct, adhere to SunTec values and comply with defined policies and processes. That being said, it is vital that SunTeciens shall comply with these Standards of Conduct which apply to all SunTeciens worldwide:
- b) To provide the best possible work environment, SunTec requires all employee to follow rules of conduct that will protect the interests and safety of all fellow employees and the facility. Conduct that is offensive to fellow employees, discredits the company, interferes with business operations, or any other conduct, which in management's judgment is averse to the company's interest, will not be tolerated.
- c) Ethical business conduct is critical to our business. This Code provides the standards of conduct that guide all directors, officers and employees of SunTec and those representatives of the Company's subsidiaries and affiliates. All associates are expected to conduct themselves appropriately and seek to avoid even the appearance of improper behavior. Our third-party representatives such as consultants, agents and independent contractors are also expected to follow this Code of Conduct and Ethics.

8. Disciplinary action:

- a) You shall at any time be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, indiscipline, committing breach of any service conditions or misconduct such as irregular attendance, unauthorized absence, negligent action or omission, misbehavior, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company.
- b) Pending disciplinary action, you can be suspended from service.

9. Salary & Benefits:

Salary: Your salary (total Earning Potential) will be **Rs. 450000 /- (Rupees Four Lakhs Fifty Thousand Only)** per annum details of which are stated in Annexure. Your increments in salary will be subject to and on the basis of your performance as will arise out of the Performance Appraisal conducted periodically and as decided by the Company from time to time.

Benefits: In addition to your annual total salary, you will also be eligible for following benefits effective your date of joining, which will be governed by the Company policy. (Refer – Annexure)

10. Medical Fitness:

You shall undergo a medical examination as per Company's medical examination policy stipulated by the Company from time to time.

11. Retirement:

On attaining the age of 58 years, you are liable to be superannuated /retired from the services of the Company. The last working day of that month shall be the date of retirement. Company may at its discretion, extend your service period.

12. Termination of Service:

- a) The employment may be terminated at any time by either party; by giving 30 days' notice (if during probation period), and 90 days' notice (if after confirmation) OR by payment of salary (last drawn Earning Potential calculated on a monthly basis less employer's share of monthly contribution to PF and less applicable monthly performance linked bonus / variable pay) in lieu of such applicable notice period, subject to the following conditions:
- i. Company may terminate this Letter of Appointment by giving you notice without assigning any reason whatsoever, either with immediate or partial effect, by payment of salary in lieu of the applicable notice period. However, this Section 12(a) i shall not be applicable to termination under section 12 (b).
 - ii. Your right to terminate this Letter of Appointment shall be subject to you fulfilling your obligations under the Service Conditions Agreement, if any.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
- i. by giving one 1month's notice if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties
 - ii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time; with immediate effect, if you are convicted of any criminal offence (other than an offence under road traffic regulations or for which a fine or non-custodial penalty is imposed);
 - iii. With immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

All notices, requests or other communications by the terms hereof required or permitted to be given by you to the Company shall be given in writing by personal delivery or by registered mail, addressed or delivered to the Company at:

Head - Human Resources,
SunTec Digital Solutions Pvt Ltd,
Kuravankonam, Kowdiar PO,
Trivandrum - 695 003, India

Any notice that may be required to be given to you by the Company shall be deemed to be duly and properly given if hand delivered to you personally, or sent by registered post to your address as per the records available with the Company or delivered/ acknowledged by e-mail to your personal id.

- c) After notice of termination has been given by either Party under this Letter of Appointment, the Company has the absolute discretion for all or part of the notice period to:
- i. exclude you from the premises of the Company
 - ii. require you to carry out no duties

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CIN: U72900TN2020PTC133818 E-mail: compliance@suntecgroup.com
www.suntecgroup.com

- iii. instruct you not to communicate with System Integrators, Business Allies, suppliers, customers, employees, agents or representatives of the Company or parent, subsidiary or affiliate organizations of the Company; and
 - iv. make such internal and/or external announcements as it deems appropriate.
- d) Upon the termination of this Letter of Appointment howsoever, the same shall arise:
- i. you shall deliver to the Company all property belonging to the Company and parent, subsidiary or affiliate organisations of the Company, including the business cards, laptops, mobile phones if any, provided by the Company
 - ii. the Company shall be entitled to deduct from your remuneration all debts, if any, owed by you to the Company and parent, subsidiary or affiliate organisations of the Company; and
 - iii. you shall not, without the prior written consent of the Company, at any time thereafter represent yourself still to be connected with the Company.
 - iv. you shall not do any action or omission which is intended, or would reasonably be expected/interpreted, to harm the Company (which connotation in this context includes, without limitation, Company's affiliates, directors, employees, agents, contractors, customers, prospective customers; personnel of Company's affiliates, agents, customers or prospective customers; persons or entities associated with the Company; or Company's products, processes, policies or the like), its/ their reputation or which would reasonably be expected to lead to unwanted or unfavorable publicity to the Company, or which may be construed under any law as defamation or disparagement. In the event of any such action or omission on your part, then Company shall have the right to initiate appropriate legal proceedings against you without the requirement of any further notice.

13. Other Rules & Regulations:

- a) The rules and regulations of the Company as applicable from time to time shall govern your appointment.
- b) This Letter of Appointment, the Confidentiality Agreement, and the Service Conditions Agreement (if any) to be entered into between you and the Company, comprise the totality of all contractual relations between the Company and you. This Letter of Appointment, the Confidentiality Agreement, and the Service Conditions Agreement (if any) replace all previous offers, promises, letters and agreements in verbal or written form between the parties. No alteration in the terms of this Letter of Appointment shall be binding unless made in writing and signed by both the parties.
- c) You are required to submit 4 copies of your recent passport size photographs as well as copies of certificate, for proof of age, testimonials and relevant mark sheets to the Human Resources team.
- d) Your appointment is being made on the basis of the information and details given by you in your application for employment and otherwise. Notwithstanding anything contained herein, if at any time, any information or details given by you is found incorrect or false, your services will be liable for termination without any notice, salary in lieu of notice or compensation. No charge sheet or disciplinary action will be necessary.
- e) Company desires to employ you because of your general industry knowledge and experience, your personal traits and skills. Company does not want to improperly access confidential business information of your previous employer/s. Therefore, you understand and agree that as a mandatory condition of your employment with the Company, you undertake that you do not breach any non-compete clause (if any) agreed with your previous employer/s.
- f) You shall not, during your employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity and you shall not bring into the premises of the Company any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity and shall not disclose or use any conditional business information of any previous employer/s that you have a duty to retain as confidential.
- g) You undertake to disclose any non-compete clause agreed with your previous employer/s and the terms of such non-compete clause prior to you joining employment without any delay.

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- h) You warrant that as of the date of this Letter of Appointment, you are not under any obligation, restriction or duty, whether express or implied, to any third party (including interacting with clients and potential clients of the Company) which might or will adversely affect your ability to enter into this Letter of Appointment or which might or will prevent or restrict you, partly or wholly, from performing your duties as may be specified by your Reporting Authority from time to time.
- i) You agree to indemnify Company against any and all claims, actions, loss or damages sustained by Company as a consequence of your breaching any restrictions which you are or may be bound by/towards your previous employer/s. Any violation of this requirement will result in corrective action, up to and potentially including termination of employment.
- j) By accepting this employment you confirm that you are able to accept this job and carry out the work that it would involve (including interacting with clients and potential clients of the Company) without breaching any legal restrictions on your activities, such as restrictions imposed by a current or former employer.
- k) This Letter of Appointment shall be governed and construed in all respects in accordance with the laws of Republic of India.
- l) In case any dispute arises relating to this Letter of Appointment or any of the terms contained herein, the dispute shall be referred to and settled by Arbitration by a sole arbitrator to be nominated/appointed by the Company in consultation with you. The parties shall not approach any court of law till such arbitration has concluded. The Arbitration proceedings shall be in accordance with the Indian Arbitration and conciliation Act, 1996. The venue of Arbitration proceedings shall be Trivandrum. However, the Company shall be entitled to approach Courts of law, in relation to any breach, threatened breach or anticipated breach of Intellectual Property Rights.
- m) The parties hereby agree to submit to the exclusive jurisdiction of the courts in Trivandrum, India, for initiating any legal action for enforcing any terms and conditions of this Letter of Appointment.
- n) If any of the clauses or sub clauses of this Letter of Appointment become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
- o) If you agree to accept this Letter of Appointment on the above terms and conditions, sign and return the counterpart of this Letter of Appointment enclosed herewith duly signed on all pages.

Yours truly

for SunTec Digital Solutions Private Limited



Prakash P Nair
Head – Human Resources

Acceptance of the appointment letter

I have read and understood the terms and conditions of the above Letter of Appointment and I unconditionally accept the same without any reservations whatsoever.

Signature

Name: PARVATHI P J

Date:

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Annexure

Name **PARVATHI P J**
Band **A**
Designation **Associate Software Engineer**

Your total earning potential is structured as per the details given below:

Component	Annual amount (in Indian Rupees)	Remarks
Basic Salary	204000	Paid monthly
House Rent Allowance	81600	Paid monthly
Other Allowances	12829	Paid monthly
Leave Travel Allowance	17000	Paid monthly
Medical Reimbursement	5000	Paid monthly
Transportation	18000	Paid monthly
Internet & Mobile Reimbursement	12000	Paid Monthly
Food & Refreshments	9600	Paid monthly (through Food card)
Medical Insurance	5679	Paid directly by company
Provident Fund*	24480	Employer's contribution
Provision for Gratuity**	9812	Paid as per provisions of Gratuity Act
Training Performance Linked Bonus (PLB/TPLB)***	50000	
Total Earning Potential	450000	

Note: The above structure is with effect from your actual date of joining and may change (without affecting the net amount) as and when the company decides on such matters as policy. The above salary details are strictly confidential, and should not be shared with anybody within or outside SunTec.

*Additionally you are eligible for Group Medical Insurance/Personal Accident Insurance and Term Life Insurance Cover as applicable to your work level in line with the company HR policy

**You will be entitled to Gratuity settlement as per the Act once you complete 4 years 240 days of continuous service with SunTec.

Training Performance Linked Bonus/PLB***

TPLB/PLB will be calculated in a prorated basis on successful completion of training, and will be paid after 6 months from the date of the joining on the basis of training score.

Medical Insurance: A floater cover of **Rs. 300,000/-** for self, spouse and up to 3 dependent children

- a) You have the option to cover your parents and parents-in-law at SunTec negotiated rates. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
- b) For all admissible claims under the Medical Insurance plans detailed above, you will be required to contribute 15% of each claim as co-payment.

Personal Accident Insurance: A graded cover of **Rs. 25,00,000/-** for self. This will also cover permanent total disability, permanent partial disability and temporary total disability apart from accidental death. A weekly benefit of Rs 10,000/- for up to 52 weeks during leave without pay, for temporary total disability due to any accident.

EDLI: A flat term life insurance cover of **Rs. 7,00,000/-** for self.

Life Insurance: A graded cover of **Rs. 10,00,000/-** for self. The scope of the cover is worldwide. This is over and above the EDLI.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.



Prakash P Nair
Head – Human Resources



PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Abhijith Chacko (B.Tech-CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Cochin, Kakkanad facility(Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition
Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Aditya Manoj (B.Tech-CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Cochin, Kakkanad facility(Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Aishwarya Nandakumaravarma (B.Tech-ECE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Cochin, Kakkanad facility(Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Ajil Jaison (B.Tech-CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Cochin, Kakkanad facility(Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Akhil Saji (B.Tech-ME)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Cochin, Kakkanad facility(Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Allen Issac (B.Tech-ME)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Cochin, Kakkanad facility(Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Amal Prasannan (B.Tech-ECE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Cochin, Kakkanad facility(Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Amal Krishna Alassery (B.Tech-ME)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Cochin, Kakkanad facility(Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition
Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Amal T (B.Tech-ECE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Cochin, Kakkanad facility(Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Anandsivan S (B.Tech-ME)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Ananya Rajesh (B.Tech-ECE)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Angel Joy (B.Tech-CE)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology
Date: 26-03-2021

Dear Anjali K (B.Tech-ECE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Anjana K Saju (B.Tech-ECE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Anshya Shibi S (B.Tech-EEE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Anupa T Sebastian (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Aravind J (B.Tech-ECE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Ardra Nair (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Ashal M Joshy (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Ashil Basheer (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Aswanth R (B.Tech-ME)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Aswathy Gopalakrishnan (B.Tech-ECE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Aswin Remesh (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Athulya K T (B.Tech-ECE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Basil John (B.Tech-AUE)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology
Date: 26-03-2021

Dear Denny Jose C (B.Tech-ECE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Divya Sabu (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Elvin T G (B.Tech-EEE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Gayathri V (B.Tech-CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Cochin, Kakkanad facility(Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition
Sutherland**

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology
Date: 26-03-2021

Dear Gokul Das M (B.Tech-ECE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Cochin, Kakkanad facility(Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology
Date: 26-03-2021

Dear Gopika Ganga Nair (B.Tech-ME)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Hariharan V (B.Tech-CSE)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Hida Rahman (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Hisana T Y (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Honey Manoj (B.Tech-ECE)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Jiso Jose (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Jyothish A (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Kavitha K K (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology
Date: 26-03-2021

Dear Kiran John (B.Tech-ME)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Mahima Babu Kc (B.Tech-CE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Malavika K Nair (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology
Date: 26-03-2021

Dear Mariya Raphel (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Meera C Anil (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Milna James (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Mohammed Suhaib V A (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Nakash Faisal K (B.Tech-EEE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Neal Vinod (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Parvathi P J (B.Tech-CSE)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Pooja S (B.Tech-CSE)

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- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Premkrishna Sujit (B.Tech-CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Cochin, Kakkanad facility(Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology
Date: 26-03-2021

Dear R S Vishnu Priya (B.Tech-ECE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Cochin, Kakkanad facility(Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Ramachandran T H (B.Tech-CSE)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Rithwik S Menon (B.Tech-CSE)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Robin Abraham (B.Tech-CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Cochin, Kakkanad facility(Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Saranya M.Nambiar (B.Tech-CSE)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Sarath Amay Nair (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Sarath Sajan (B.Tech-ECE)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Shibin M S (B.Tech-EEE)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Shifa Ebrahim (B.Tech-CE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Shimil K Eldose (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Sreeharsh R P (B.Tech-ME)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Sreeraj B R (B.Tech-CSE)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Sten Benny (B.Tech-CSE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Tejas Cj (B.Tech-ECE)

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Tritin Thomas (B.Tech-EEE)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Vinay Steephen (B.Tech-CSE)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Vishnu KB (B.Tech-ME)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Vishnu K Menon (B.Tech-ECE)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 26-03-2021

Dear Vishnu Unnikrishnan (B.Tech-EEE)

Congratulations!!!

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PROVISIONAL OFFER LETTER

College Name: SCMS School of Engineering and Technology

Date: 27-04-2021

Dear Vishnuraj K R (B.Tech-CSE)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Cochin, Kakkanad facility(Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition
Sutherland**

This is digitally generated soft copy hence signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



sset last name <sset@scmsgroup.org>

Fwd: Suyati Selects

2 messages

Dr. Varun G Menon <varunmenon@scmsgroup.org>

Tue, Aug 3, 2021 at 2:23 PM

To: sset@scmsgroup.org

Cc: jayanand@scmsgroup.org

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

From: **placement Cell ASIET** <placement@adishankara.ac.in>

Date: Tue, Aug 3, 2021 at 1:19 PM

Subject: Fwd: Suyati Selects

To: Jenty Joy <jentyjoy@mbits.edu.in>, Thomas Paul Karippaparambil <thomaspaull@amaljyothi.ac.in>, Career Guidance & Placements MITS <pc@mgjits.ac.in>, ARUN P PLACEMENT <arun.pkumar@saintgits.org>, Varun Menon G <varunmenon@scmsgroup.org>, Argon David <tpc@mgm cet.ac.in>, Varun Jose <cr.rajagiri@gmail.com>, Vjc Mavin <placement@vjcet.org>, Rini .K.R <rini.k.r@vidyaacademy.ac.in>, Jose V Mathew <josevmathew@aisat.ac.in>, SJCET PLACEMENTS <placement@sjcetpalai.ac.in>, <placement@snmimt.edu.in>, Placement Department <placement@tistcochin.edu.in>, anilan r <anilanagri@gmail.com>, <johnjpalakkappilly@sngist.org>

Dear All,

Please look into the results of Suyati Technologies.

--

Thanking You

Dr. Santharam Rao C. P.
Placement Officer
Adi Shankara Institute of
Engineering & Technology
Vidya Bharathi Nagar
Mattoor, Kalady 683 574
Mob: 9605823974
Off: 0484 2463825

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

From: **Madhusudhan H** <madhusudhan@pentagon space.in>

Date: Tue, Aug 3, 2021 at 12:53 PM

Subject: Suyati Selects

To: <placement@adishankara.ac.in>

Dear Sir,

Attached file is the list of students who have been shortlisted on behalf of Suyati.

We hope students have also received official mail from the client end.

Please communicate the same to rest other college TPO's as well. Further training on Dot Net profile will be starting from next week.

Thanks and Regards

--

Regards,



--

Dr. Varun G Menon, *Senior Member IEEE, ACM Distinguished Speaker*

Associate Professor and Head

Department of Computer Science and Engineering

International Collaborations -in charge

SCMS School of Engineering and Technology

SCMS Group of Educational Institutions

Kerala, India - 683 576, Mob: +91 8714504684

Associate Editor - Physical Communications Journal, Elsevier

Series Editor - IEEE Transactions on Intelligent Transportation Systems

Series Editor - IEEE Communications Standards Magazine

Technical Editor - Computer Communications Journal, Elsevier

Associate Editor - Alexandria Engineering Journal, Elsevier

Associate Editor - IET Networks

Associate Editor - IET Quantum Communications

Editorial Member - IEEE Future Directions Newsletter

 **Suyati Shortlist 2021.xlsx**
19K

SSET <sset@scmsgroup.org>
To: Jayanand B <jayanand@scmsgroup.org>

Wed, Aug 18, 2021 at 11:31 AM

[Quoted text hidden]

 **Suyati Shortlist 2021.xlsx**
19K

Your Name	Email id	Enter College Full Name
ANANYA RAJESH	ananyarajesh33@gmail.com	SCMS college of engineering
RAHUL K R	rahulkr390@gmail.com	SCMS college of engineering
Alvin Jose	ajalvin007@gmail.com	SCMS college of engineering
Shojo Johnson	shojjohnson18@gmail.com	SCMS college of engineering
Agney Saldas	agney.saldas7@gmail.com	SCMS college of engineering
MANEESH KRISHNA M	maneeshappus@gmail.com	SCMS college of engineering
Ajser Jumanudheen K T P	ajserktp@gmail.com	SCMS college of engineering
Ashal M Joshy	aashalmariya123@gmail.com	SCMS college of engineering
Gokul G Nadh	iamgokulgnadh@gmail.com	SCMS college of engineering
Tejas cj	tejascj99@gmail.com	SCMS college of engineering
GEETIKA GOPINATH	geetikagopinath99@gmail.com	SCMS college of engineering
Vishnuprasad r	vishnu787vp@gmail.com	SCMS college of engineering
SHIMIL K ELDOSE	shimilkeldose05@gmail.com	SCMS college of engineering
Vishnu Gopidas	vishnugopidas12@gmail.com	SCMS college of engineering
Aishwarya Nandakumaravarm	varmaaishwarya3@gmail.com	SCMS college of engineering
Gayathri V	gayathrivalsaraj27@gmail.com	SCMS college of engineering



Offer: Computer Consultancy
Ref: TCSL/DT20206478017/Trivandrum
Date: 09/01/2021

Mr. Ajay S
Sree Nandanam G.K.Pilla Road,
Perumbavoor,
Perumbavoor-683542,
Kerala.
Tel# 91-8547427667

Dear Ajay S,

Sub: Letter of Offer

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

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

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

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

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

TCS Confidential
TCSL/DT20206478017

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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



13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Ajay S
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy

Ref: TCSL/DT20206516674/Trivandrum

Date: 09/01/2021

Ms. Anjali K P
Ix/121Sreenagar, Kolazhy,
Near Chinmaya Vidyalaya, Chinmaya Gardens, Kolazhy P O, Thrissur.,
Thrissur-680010,
Kerala.
Tel# 91-9349992237

Dear Anjali K P,

Sub: Letter of Offer

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

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

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

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

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

TCS Confidential

TCSL/DT20206516674

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Career's Serviceline: 1800 209 3111 Email: careers@tcs.com



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:



1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

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

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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



13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Anjali K P
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20206806685/Trivandrum
Date: 09/01/2021

Ms. Aparna
Thenath HouseMankave,
Mankave,
Calicut-673007,
Kerala.
Tel# -

Dear Aparna,

Sub: Letter of Offer

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

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

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

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

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

TCS Confidential
TCSL/DT20206806685

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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



13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Aparna
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy

Ref: TCSL/DT20207250807/Trivandrum

Date: 10/03/2021

Ms. Aswathy P Sudhi
Pararath House Elthuruth,
Kodungallur,
Kodungallur-680664,
Kerala.
Tel# -

Dear Aswathy P Sudhi,

Sub: Letter of Offer

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

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

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

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

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

TCS Confidential
TCSL/DT20207250807

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Career's ServiceLine: 1800 209 3111 Email: careers@tcs.com



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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



13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Aswathy P Sudhi
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - 11F/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20207250022/Trivandrum
Date: 09/01/2021

Mr. Aswin Anand S
Krishna(H),5/2773aThiruthiyad,
Puthiyara P.O,
Kozhikode-673004,
Kerala.
Tel# 91-7561844023

Dear Aswin Anand S,

Sub: Letter of Offer

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

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

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

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

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

TCS Confidential
TCSL/DT20207250022

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Career's Serviceline: 1800 209 3111 Email: careers@tcs.com



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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



13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Aswin Anand S
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20206484028/Trivandrum
Date: 09/01/2021

Ms. Devika Chandran
SarayuUdayamperur Kavala,
Udayamperur,
Ernakulam-682307,
Kerala.
Tel# 91-8593851396

Dear Devika Chandran,

Sub: Letter of Offer

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

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

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

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

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

TCS Confidential
TCSL/DT20206484028

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Career's Serviceline: 1800 209 3111 Email: careers@tcs.com



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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



13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Devika Chandran
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	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20206478555/Trivandrum
Date: 09/01/2021

Mr. Ijaz Babu M
Mrra-55a,Kargil Road, Moolepadam Road, Vazhakkala,
Kakkanad West,
Ernakulam-682030,
Kerala.
Tel# 91-9400334848

Dear Ijaz Babu M,

Sub: Letter of Offer

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

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

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

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

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

TCS Confidential
TCSL/DT20206478555

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Career's Serviceline: 1800 209 3111 Email: careers@tcs.com



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Ijaz Babu M
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



TATA

TATA CONSULTANCY SERVICES



**JOSEPH
BABU**

Card No 427782
Associate No 2152533

Tata Consultancy Services Ltd.
TCS House, Raveline Street, Fort
Mumbai 400001, India



Offer: Computer Consultancy
Ref: TCSL/DT20206841828/Delhi
Date: 03/09/2021

Mr. Rithwik S Menon
SeethavillaVelliyathamparambu,
Opp Ramankulangara Temple,
Cochin-682509,
Kerala.
Tel# 91-9497492743

Dear Rithwik S Menon,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20206841828

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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TCSL/DT20206841828

3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior



written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your



day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.



19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)



- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Rithwik S Menon
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	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20206843206/Trivandrum
Date: 09/01/2021

Mr. Simon Saju
488Kollieyil House,
Mar Behanam Valliyapalli,Salem,
Perumbavoor-683556,
Kerala.
Tel# -

Dear Simon Saju,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20206843206

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Simon Saju
Designation	Assistant System Engineer-Trainee
Institute Name	Scm Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



27 August 2021

Shojo Johnson
Cherpanath House,
Chenathunadu, Chalakudy,

Dear Shojo,

We are pleased to appoint you as **Engineer** or in such other capacity as the Management of the Company shall from time to time determine, under the following terms and conditions:

1. Appointment:

You will be required to join us on **27 August 2021**.

(The Company reserves the right to advance / postpone the date of joining.)

1.1. Your date of appointment is effective from the date of joining.

2. Code of Conduct:

2.1. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

2.2. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it, is strictly confidential, and you shall treat it accordingly.

2.3. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.

2.4. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.

2.5. You shall inform the Company of any changes in your personal data within 3 days of the occurrence of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India, as recorded in the Company.

engineering creativity

TATA ELXSI

Registered Office: Tata Elxsi Limited ITPB Road Whitefield Bangalore 560 048 India

Tel: +91 80 2297 9123 Fax: +91 80 2841 1474

www.tataelxsi.com

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- 2.6. You will observe work timings and holidays as applicable to your location and place of work.

3. Training & Probationary Period:

- 3.1 You will be on training for the first 6 months. During the training period, you will be subject to assessment at various stages and you are expected to meet the minimum acceptable criteria for your continuity in the Company and subject to submission of Provisional Degree Certificate (PDC) of the University with **60% or 6.0 CGPA** in aggregate.
- 3.2 Post the above, you will be on probation for the next 6 months. On meeting the minimum acceptable criteria and on completion of the probation period, if found suitable in the appointed post, you will be confirmed in writing by the Company. The terms and conditions of this letter shall continue to bind you or as may be amended by the Company from time to time.
- 3.3 Based on your performance, the Company is at liberty to terminate your services, if found unsatisfactory at any time during the Training or probation period, or extended probation period, as it deems necessary.

4. Salary:

- 4.1. During the period of probation you will be entitled to salary and perquisites as detailed in the annexure. The Company in writing will communicate any change in compensation to you.
- 4.2. Compensation structure detailed in the attached annexure is for a posting in **Trivandrum**. The compensation structure is based on location of posting and any change in compensation arising out of a change in location of posting will be communicated to you in writing.

5. Initial Posting and Subsequent Transfers:

Your initial posting can be at any of our design & development centers in **Trivandrum**. You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, department, establishment, factory or branch of the Company or subsidiary, associate or affiliate of the Company in India or abroad without claiming any extra remuneration for such transfers.

6. Leave:

- 6.1. You will be entitled to leave and other benefits in accordance with the rules / policies of the Company.



7. Other Work:

- 7.1. Your position is a full time employment with the Company and you shall devote your whole time and attention to the Company's business entrusted to you. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the prior written permission of the Chief Executive Officer of the Company.

8. Termination:

- 8.1. During the period of training / probation, your services shall be terminable by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management. On confirmation of your services in the Company, your services shall be terminable by giving three months notice or three months basic pay in lieu thereof on either side at the sole discretion of Tata Elxsi management.
- 8.2. In the event that you want to terminate your employment with the Company, while on a project at customer's site in India or abroad you will be required to give a minimum of 90 days notice, to enable smooth transition and transfer of technology. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 90 day period. This minimum notice of 90 days cannot be adjusted with payment in lieu of notice period as mentioned in clause 8.1 above or adjusted against the Privilege Leave.
- 8.3. In case during your services with the Company, if you are deputed abroad for Training / Developmental program / Participating in Seminar etc., your notice period for resignation / termination during the period of one year after completion of your deputation abroad, will be 6 months at the option of the Company.
- 8.4. You will be liable to termination from service by the Company without notice if:
- Any declaration given by you or any testimonials furnished by you to the Company is found to be false, or,
 - You are found to have willfully suppressed any material information, or,
 - You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or,
 - You are found to have indulged in financial irregularities; or
 - You breach any of the terms and conditions of your employment as specified in this letter, or of any further official communication from the Company.



9. On Separation:

9.1. On communication of the termination/resignation of your employment with the Company, you will immediately give up to the Company before you are relieved, all documents of the Company including correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and shall not make or retain any copies of these items.

10. Background Check:

You are advised that, before or after joining the services, the Company or its Client(s) may conduct a background check such as past employment, education, financial & criminal check, including any other information that has been furnished by you. The Company reserve the right to withdraw any offer of employment or terminate your appointment immediately, without any liability should the results of your background investigation found negative.

11. Intellectual Property and Confidential Information:

11.1. Information pertaining to the Company's operations and its clients shall remain secret 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. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you. Any Intellectual Property or Patents developed by you during your service will be the property of Tata Elxsi Limited. After leaving the services of the Company, you shall keep confidential and proprietary information and technologies, which you were involved with during your service with the Company and shall render yourself liable to damages and costs arising out of breach of such confidentiality.

11.2. You shall irrevocably, unconditionally and free of any cost, royalty or compensation, assign to TEL all rights, title and interests including the transfer rights and Intellectual Property Rights in all products, designs, software, all embedded, intermediary, base software technology which is created or developed by you during the course of your employment. TEL shall have the right to obtain and hold in its own name, copyrights, trade-marks and other applicable registrations and seek such other protection as may be appropriate to the work, product and all designs, software created by you and you shall also provide TEL or any person designated by TEL all assistance as may be required to establish and / or perfect the rights defined in this clause.





11.3. **Data Protection Regulation- Personal Data:** You acknowledge and agree that TEL or any of its affiliates or group companies may process your personal data/ sensitive data. You also hereby provide explicit consent to the company to transfer such personal/sensitive data outside the country in which you are employed. TEL will process your personal data in the performance of a contract as your employer, to ensure to meet the employer obligations and the requirements of employment law. Your personal/sensitive data as part of legal obligation for business accounting, payroll, tax, immigration purposes. Your personal/sensitive data shall be under legitimate interests to carry out background checks as part of our due diligence measures. You hereby give your explicit consent to TEL to process such personal/or sensitive data.

12. Adhering to Safety Standards:

12.1. The Company strives to provide each employee with a safe and healthy work environment. Each employee has responsibility for maintaining a safe and healthy workplace for all employees by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions.

12.2. Violence and threatening behavior are not permitted. Employees should report to work in condition to perform their duties, free from the influence of illegal drugs, smoking, chewing of tobacco or alcohol. The use of alcohol and/or illegal drugs in the workplace will not be tolerated.

12.3. Tata Elxsi has implemented its Healthy and Safety process based on ISO 45001. You are expected adhere to the Health and Safety Policy and promptly report any potential health and safety issues as per the reporting mechanism stipulated under the Health and Safety Policy. This act may help us maintain our own safety, as well as the safety of our fellow co-workers.

13. Protection of Interest:

13.1. If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations of the Company, such development will be fully communicated to the Company and will be and will remain sole right / property of the Company.



14. Client Management:

14.1. On Termination / Resignation of employment for what-so-ever reasons, you will not seek employment opportunities with our principals, customers and any other person / entity, with whom you had a business relationship / technical engagement within one year from your last working day in the Company. In the event the Company is of the reasonable opinion that you are terminating your employment with the Company to pursue an occupation in violation of this Clause 12, then the Company reserves the right to, at its sole discretion, refuse to accept any letter of termination, by whatever name called, of your employment with the Company. The Company further reserves the right to approach a Court of competent jurisdiction and obtain an injunction preventing you from terminating your employment with the Company and/or recover damages there from.

15. Non-solicitation:

15.1. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, hire or employ, or assist anyone else to solicit, hire or employ, any other employee of the Company. At no time you may directly or indirectly seek to induce any other employee of the Company to leave the employment of the Company or to become associated with, or perform services of any type for any third party.

15.2. During the period of employment and for a period of two years following your termination of employment with the Company, irrespective of the circumstances of or reasons of the termination, you will not, directly or indirectly, solicit, induce or encourage any customer or vendor of the Company to move his/her existing business with the Company to a third party or to terminate his/her business relationship with the Company.

16. Retirement:

16.1. You will retire in the month of your attaining the age of 60 years.

17. Original Certificates:

17.1. You are required to produce Original certificates / testimonials for our reference & verification on the day of joining.

18. You are requested to join us on the date as indicated to you in **clause 1** of this letter (“**Date of Appointment**”).



19. Jurisdiction and Dispute resolution:

- 19.1. Any dispute which may at any time hereafter arise between the parties hereto, shall be referred to a single arbitrator to be appointed by the Company Secretary of Tata Elxsi Ltd. in accordance with and subject to the provisions of the arbitration and conciliation act, 1996. It shall be open to any one of the parties to move the Company Secretary to appoint the arbitrator and refer dispute to arbitration. The decision/award of such an arbitrator shall be binding on the parties hereto. The venue of arbitration shall be Bangalore. The Courts in Bangalore shall have exclusive jurisdiction to the exclusion of all other Courts.
- 19.2. You will be required to produce one set of photocopies and the originals of certificates / testimonials on the day of joining. Photocopies will be retained for our records and originals will be returned to you upon verification.
- 19.3. Please note that while on employment, you will be governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association.

Wishing you the best in your career,

For Tata Elxsi Limited,

**Rajagopalan S.
Head - Human Resources**

Declaration

I acknowledge that I was provided with an unsigned copy of this Agreement in advance of signing the same and was accorded ample opportunity to read and seek whatever clarification I needed related to the Agreement. I have read and understood the above terms and conditions of employment and am accepting the same. I will be reporting for duty on as indicated to me in **Clause 1** of this letter ("**Date of Appointment**"). By signing this Agreement I consent to the Company for collecting, retaining and processing my personal/sensitive data.

Date:

Signature: _____





Annexure 1

Annexure to: **Shojo Johnson**

Appointment Letter Dated: **27 August 2021**

Name	Shojo Johnson
Level	D
Designation	Engineer
Location	Trivandrum

	Amount in INR
Basic	15,500
House Rent Allowance	7,750
Flexible Benefit Plan**	1,912
Statutory Bonus *	1,400
Monthly Salary	26,562

Deferred Benefits (Annualised)

Provident Fund (As per the PF Act 1952)	22,320
Gratuity (As per the Gratuity Act 1972)	8,947

Annual Gross Salary **3,50,011**

Medical Insurance (Hospitalisation) coverage as per Company policy as amended time to time.

Group Term Life (Personal Accident + Life Insurance) Coverage as per Company policy as amended time to time.

*As per the Payment of Bonus Act 1965

**Please refer the annexure for details of FBP

For Tata Elxsi Limited,

Rajagopalan S.
Head - Human Resources





Annexure 2

Annexure indicating breakup of FBP components applicable to grade “D”

1. Telephone / Cell phone expenses (Not exceeding Rs.15,000/- p.a.).
2. Membership for Technical Societies (not exceeding Rs.6000/- p.a.).
3. LTA (tax free twice in 4 years as per prevailing Income Tax rules).



Offer: Computer Consultancy
Ref: TCSL/DT20207238509/Trivandrum
Date: 09/01/2021

Ms. Misha George
Alumvadakkethil House Venmoney,
Punthala P O,
Chengannur-689509,
Kerala.
Tel# -9447976245

Dear Misha George,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20207238509

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career's ServiceLine: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Misha George
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy

Ref: TCSL/DT20207247575/Trivandrum

Date: 09/01/2021

Mr. Anirudh Sasi
NandhanamKarakkunnu,
Kottayampoil(P.O),
Kannur-670691,
Kerala.
Tel# -

Dear Anirudh Sasi,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential

TCSL/DT20207247575

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Anirudh Sasi
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20206477820/Trivandrum
Date: 09/01/2021

Ms. Manoja E
U K Nivas O K Road,
Thiruvannur,
Kozhikode-673029,
Kerala.
Tel# 91-9846249755

Dear Manoja E,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20206477820

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Manoja E
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	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20184455327/Trivandrum
Date: 09/01/2021

Ms. Nivedya K P
949Thottada West,
Near Thottada West Up School,
Kannur-670003,
Kerala.
Tel# -

Dear Nivedya K P,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20184455327

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career's Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Nivedya K P
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20184508677/Trivandrum
Date: 09/01/2021

Ms. Rizwana Yasmin Hashim
Alamana HouseKaprassery,
Nedumbassery,
Ernakulam-683585,
Kerala.
Tel# -

Dear Rizwana Yasmin Hashim,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20184508677

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career's Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Rizwana Yasmin Hashim
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	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy

Ref: TCSL/DT20195176861/Trivandrum

Date: 09/01/2021

Mr. Sanju M P
Flat 202, Marvel Residency 7th C Main Road, 3rd Block, Koramangala,
Near Toshiba Office,
Bangalore-560034,
Karnataka.
Tel# 91-9446516505

Dear Sanju M P,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20195176861

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career's Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Sanju M P
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	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20206698408/Trivandrum
Date: 09/01/2021

Ms. Saranya M Nambiar
43,SowparnikaRajeev Gardens,
Dhanwanthari Temple,
Thrissur-680018,
Kerala.
Tel# 91-9446436299

Dear Saranya M Nambiar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20206698408

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career's Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Saranya M Nambiar
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	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy

Ref: TCSL/DT20206477608/Trivandrum

Date: 09/01/2021

Mr. Sarath A
Vazhakulath House, Nra 078Nedumbassery P O,
Kaladarpanam,
Aluva-683585,
Kerala.
Tel# -

Dear Sarath A,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential

TCSL/DT20206477608

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career's ServiceLine: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Sarath A
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	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20206480561/Trivandrum
Date: 09/01/2021

Mr. Sarath J
Nandanam,Karalmanna P.OKaralmanna P.O,
Ccst College Road,
Palakkad-679506,
Kerala.
Tel# 91-9447226762

Dear Sarath J,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20206480561

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career's Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Sarath J
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	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy

Ref: TCSL/DT20207167745/Trivandrum

Date: 09/01/2021

Mr. Saeed V Basheer
Valaparambil(H)Marampally,
Aluva,
Marampally-683105,
Kerala.
Tel# -

Dear Saeed V Basheer,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential

TCSL/DT20207167745

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career's Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Saeed V Basheer
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy

Ref: TCSL/DT20206767610/Trivandrum

Date: 09/01/2021

Ms. Swathy Harish

7c,Sarayu Apartments,Manakkapady Junction,IrumbanamManakkapady Junction,

Near Bestbakers,

Ernakulam-682309,

Kerala.

Tel# -

Dear Swathy Harish,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential

TCSL/DT20206767610

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Swathy Harish
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	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20206469984/Trivandrum
Date: 09/01/2021

Ms. Anagha Sujith K
House No:11 , BhavukamPoozhithodu Road,
South Chittoor,
Ernakulam-682027,
Kerala.
Tel# 91-9446532325

Dear Anagha Sujith K,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20206469984

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career's ServiceLine: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Anagha Sujith K
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20206470348/Trivandrum
Date: 09/01/2021

Ms. Janet Joby
Chunkan HouseMelloor,
Melloor,
Thrissur-680311,
Kerala.
Tel# -

Dear Janet Joby,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20206470348

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career's Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Janet Joby
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	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20206517229/Trivandrum
Date: 09/01/2021

Ms. Krishnapriya M J
Madathikulangara House Puthenvelikara,
Manancherikunnu,
Ernakulam-683594,
Kerala.
Tel# -

Dear Krishnapriya M J,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20206517229

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Krishnapriya M J
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20207260578/Trivandrum
Date: 09/01/2021

Mr. Sarath Sajan
137, Thengungal House, Street No. 10aKuttichira Road,
Kalathode,
Thrissur-680655,
Kerala.
Tel# -

Dear Sarath Sajan,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20207260578

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career's Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Sarath Sajan
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20206327382/Trivandrum
Date: 09/01/2021

Ms. Shallet Mary T Eldho
9/485Karukutty,
Near Adlux,
Ernakulam-683576,
Kerala.
Tel# -

Dear Shallet Mary T Eldho,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20206327382

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Shallet Mary T Eldho
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20207140261/Trivandrum
Date: 10/03/2021

Mr. Vishnu Vijayaraghavan
"Devi Kripa", Plot Number 84T. K. V Nagar P. O Kurtanellur,
Kuttanellur Bypass,
Thrissur-680014,
Kerala.
Tel# 91-8891360969

Dear Vishnu Vijayaraghavan,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

(Signature)

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misra Building 6th Floor, Indrapark, Kusunjagiri PO., Kochi-682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Narimall Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS is an Equal Opportunity Employer. M/F/D/V. TCS is an Equal Opportunity Employer.



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

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3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Vismaya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 654 5000 Fax: 0484 654 5255 Website: www.tcs.com

Registered Office: Narmal Building, 9th Floor, Naamdar Point, Mumbai 400 021

TCS Company Code: TCSL/DT20207140261 Email: hr@tcs.com



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Debit

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

Dehane



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

Peshwa



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

Dehane



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action

(Signature)



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

Distance

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Dishu



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Vishnu Vijayaraghavan
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Technology And Management (Mca)

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

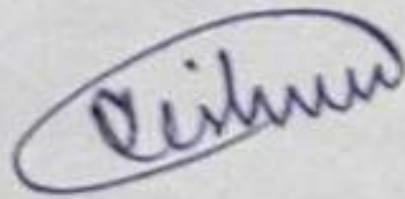
**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

Vishnu



Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

(Signature)



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

Aishwari



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

Dehru

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Signature



Offer: Computer Consultancy

Ref: TCSL/DT20207146783/Trivandrum

Date: 10/03/2021

Mr. Zaheer Rahim E
Edakkattu Parambil House, NettoorAmbaladakavu Road Nettoor, Maradu,
Near Railway Gate, Nettoor, Ernakulam,
Ernakulam-682040,
Kerala.
Tel# 91-9995109778

Dear Zaheer Rahim E,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential

TCSL/DT20207146783

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Career's ServiceLine: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Zaheer Rahim E
Designation	Assistant System Engineer-Trainee
Institute Name	Scms School Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 109-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Ref: 872867/2209272/ELTP/Rev

02-May-2023

Mr. Rohith R
Palakkad (Kar) - 678623
Mobile: 8075621269

Subject: Offer of Appointment

Dear **Mr. Rohith R**

It is our pleasure to welcome you to **Tech Mahindra Limited**.

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.
2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**" (**ELITE**) will include physical classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the **ELITE** program and satisfactory performance on the job.
4. Your remuneration "Annual Total Cash Compensation" will be **INR 325000.00(Three Lakh Twenty Five Thousand)**. Please refer **Annexure A** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following: -
 - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
 - Meeting the set eligibility criteria at the end of your academic course
 - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
 - Submission of all necessary legal documentation pertaining to your employment.
7. You are required to sign a **service bond (Draft at Annexure I)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR 15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for



採用内定通知書

Neethu Sunil 様

令和3年5月27日（木）

東亜ソフトウェア株式会社
代表取締役社長 秦野 博行



拝啓 ますますご健勝のこととお喜び申し上げます。

さて、このたびは弊社の新卒社員募集に際し、ご応募いただき誠にありがとうございました。

採用選考試験の結果、貴殿を採用させていただくことに内定いたしましたので、ここにご通知申し上げます。

貴殿と共に働く日を社員一同心待ちにしております。

残り少ない学生生活も充実したものになりますようお祈りいたします。

つきましては、「採用内定承諾書」に必要事項をご記入のうえ、ご返信くださいますようお願い致します。

敬具

- ・入社日は、令和3年12月21日（火）を予定しております。
詳細につきましては、後日改めてご連絡いたします。

内定停止条件

- ・本通知書は、在留資格及び在留期間について日本国法務省による許可を条件とします。
入社までに就労可能な在留資格（就労ビザ）が許可されなければ、内定は無効になります。

Employment Offer Letter

2021/05/27 (Thursday)

TOA Software Corporation

President Hiroyuki Hatano



Dear Ms. Neethu Sunil,

Wish you good health and prosperity.

Thank you very much for applying for "New graduates Employee Recruitment" of our company.

It's our pleasure to notify you that, as a result of the recruitment screening test, we have decided to hire you as our employee.

All employees of TOA Software Corp. are looking forward to working with you.

Hope you are enjoying your remaining student life.

Please fill the "Recruitment Acceptance Form", sign it, and reply.

Best Regards,

- Company joining date is scheduled for Tuesday, 21st December 2021
For more information, we will contact you later.

Offer Cancel Condition

- This is notice that, the status of residence and period of stay is subject to permission from the Ministry of Justice of Japan.

If the status of residence (working visa) that allows you to work is not granted by the date of the company joining date, your offer will be invalid.

Approximate Cost

2021/4/27

Income (Starting Salary) ①		
Basic Salary	¥190,000	Starting salary for university graduates
Deduction (Approximate)		All expenses are calculated based on the basic salary
Health Insurance	¥9,471	After enrollment, if you get sick or injured, you will only have to pay 30% of the medical expenses at the hospital. The actual amount you have to pay is ¥18,942 per month but the company will bear half of this amount.
Welfare Pension	¥17,385	This is a public pension, everyone who lives in Japan must join this. A fixed amount of pension will be paid in the future. The company will plus the same amount and pay every month. If you pay this amount for 10 years or more then you will get a pension every month after your retirement. When the foreigner returns to their country after retirement, the amount paid will be multiplying by a specific percentage according to the number of years of service and return to them. Even you leave to pay before 10 years and want to return to your country then also you will get a certain percentage of the amount back according to the government rule. You can get more information by searching Japan Pension on the internet.
Employment Insurance	¥570	On paying for this insurance, if you lose your job, you will receive unemployment benefits and job search support.
Income Tax	¥4,410	Tax according to the salary income. If you have income then it is mandatory to pay this tax.
Membership fee	¥500	Use this for employee condolences, ceremonies etc. (Reserve)
Total Deduction②	¥32,336	Amount deducted from your salary
Total ①-②=③	¥157,664	(Approximate) Salary after deduction

Living cost		Rough calculation
Apartment rent	¥45,000	Near from the Company. ¥35,000~ (1LDK) ¥50,000~ (2LDK)
Utility Bill (約)	¥15,000	Electricity, Gas, Water Water bill will be 1 time in two months)
Food	¥30,000	¥1,000 per day × 30 day
Mobile	¥2,000	If you have SIM free mobile phone
Internet	¥5,000	Required only if you want to connect to the internet at home
Daily necessities	¥2,000	Detergent, shampoo, garbage bag (To throw the waste products you need to buy a Yonago city plastic bag)
Total ④	¥99,000	This is a rough estimate, it will depend according to the use.
③-④	¥58,664	Amount of money that can be used freely (clothes, eating out, etc.)

※Note※ The above amount is an approximation. Please consider it as a guide.

Currently, we are planning to appoint two Indian females.

Living expenses can be reduced by sharing an apartment.

In addition to this, you will need home appliances.

Refrigerator, washing machine, vacuum cleaner, rice cooker, microwave oven, set from about ¥90,000, it will be cheaper if you buy used one.

Security deposit for apartment (1 month's rent ~) Key money (1 month's rent ~)

Some apartments do not require key money and deposit also.

Currently, we are considering how much we can support.

The month starts from the 21st of the previous month and ends on the 20th of the current month.

Eg: October (9/21 ~ 10/20)

Salary day on 25th day of every month. (paid earlier if 25th is a holiday)

About the cost of coming in Japan

- Airfare
- Living expenses until salary

will be in your own expense.

Currently, entry from India due to the new coronavirus is restricted, so

Please contact us regarding the time of entry.



UST/19409811/7666968
08/09/2021

Gokul Nadh
Trivandrum

Sub: Letter of Offer

Dear Gokul,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to offer you a career with US Technology International Private Limited ('US Technology'). Please accept our heartiest congratulations.

If you accept this offer and join our services, you will be designated as "Assoc. Software Developer", A1.

Your employment will be subject to the Standard Terms and Conditions of Employment of US Technology and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-Competition Agreement when you join the employment of the Company.

The Overall compensation offered to you is Rs.350,000.00/- (Rupees Three Lakh Fifty Thousand) per annum, which will include an Annual Variable Pay of upto a maximum of Rs.17,500.00/- (Rupees Seventeen Thousand Five Hundred) per annum subject to the policy of US technology in this regard. Please find details of the compensation and benefits you are being offered in Annexure 1.

This offer of employment with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

By accepting this offer of employment, you will be deemed to confirm that: -

- i. Prior to joining our employment, you have terminated your employment with your current/previous employer in accordance with the terms and conditions of the said employment.
- ii. On joining our employment, there are no continuing obligations or restrictions which apply to you vis-à-vis any of your previous employments.
- iii. You are not restricted, prohibited or constrained from accepting this offer of employment from US Technology and that you have not, during the course of your previous employment/s entered into any agreement/arrangement which in any way restricts prohibits or debar you from accepting the offer made by US Technology.
- iv. That no amounts will be due and payable by you to your previous employer/s.
- v. On joining our employment that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproduction of any aforementioned items belonging to your previous employer/s.

This offer will be valid till 14/09/2021. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on or before 14/09/2021. If you are accepting our offer letter, please send us your confirmation within 72 hours.

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If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

If you accept this offer of employment, you are required to join your employment on or before 14/09/2021. If you are unable to report on the above date you are required to inform us in writing.

Please see Annexure 2 for details of the documents you are required to produce at the time of joining. This offer of employment is subject to production of the said documents. The determination of the adequacy or authenticity of all or any of the said documents will be at US Technology's sole discretion.

We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the US Technology family.

Sincerely,
for US Technology International Private Limited

Accepted



**Vinesh George
Group Manager HR**

Gokul, Nadh

Execution by the Employee:

I, Gokul Nadh, agree and accept this conditional offer on the terms and conditions outlined and/or referred to in this Agreement.

Signed By Candidate

IP Address

Date

Encl : Annexure 1
Annexure 2



Annexure 1 (A)

Name:Gokul Nadh,
Designated as: "Assoc. Software Developer"

Components	Monthly Salary	Annual
Basic Salary	8,312.50	99,750.00
House Rent Allowance	3,325.00	39,900.00
Education Allowance	200.00	2400.00
Bonus Ex-Gratia	1,662.50	19,950.00
Other Allowance	11,992.71	143,912.50
Employer Contribution to PF***	1,800.00	21,600.00
Gratuity	415.62	4,987.50
Variable Pay		17,500.00
Cost to the Company (CTC)		350,000.00

***** Eligibility for earning the Employer's contribution to Provident Fund is governed strictly as per the rules under The Employees' Provident Fund & Miscellaneous Provisions Act, 1952.**



Annexure 1 (B)

Allowances Optional

Please note that you have an option to choose between

- (1) Food Allowance
- (2) Leave Travel Assistance.

Subject to the detailed rules in relation to each of these allowances, you can avail of any or all of these four tax-saving allowances. If you do not opt for any of these, the respective amounts will be taxable and be paid as part of "Other Allowances".

Food Allowance

Sodexo Coupons will be issued for Rs. 1,000/- , Rs.2500/- or Rs.3000/- against Food Allowance for those who opt for the same. This will attract 3% service charges. The amount deducted from your salary against food allowance is entirely non-taxable.

Leave travel assistance

LTA (12.5% of basic pay) amount will be non-taxable only on submission of bills and will be paid at the end of each calendar year against the appropriate enclosures/bills produced with the appropriate form duly filled as per US Technology's policy and Income tax laws in force at the time of claim.

Please note that the above non-taxable components may change from time to time according to the company policy.

National Pension Scheme (Optional)

National Pension scheme (NPS) is a pension system regulated by the Pension Fund Regulatory and Development Authority (PFRDA), with objective to provide social security in India. Enrolment to NPS is purely voluntary. NPS provide old age retirement income along with tax exemption

Gratuity

You will be entitled to payment of gratuity strictly as per rules under the Payment of Gratuity Act, 1972.

Annual Variable Pay

The Variable Pay will be performance-based, and determined based on objective and quantitative indicators that determine how well you have met the performance objectives. The details of your objectives, and parameters used for determining the variable pay component will be communicated to you on joining employment. You will be eligible for bonus only after successful completion of one year of employment with US Technology.

Tax

Tax implications arising out of this structure would be borne by you.

Location

The initial place of work would be Thiruvananthapuram, Kerala. US Technology reserves the right to change your place of work in its sole discretion.

Termination of Service



1. During your employment with US Technology, a notice of two months is required to terminate employment from either side. The Company may terminate your employment by payment in lieu of the two months' notice, without assigning any reason whatsoever, at the sole discretion of the Company.
2. You may deliver the notice of termination by hand to your Department Manager or by Registered post to your Department Manager and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the latter case. Service of notice of termination from the Company will be deemed to be complete on the date of dispatch of such notice by registered post to the address furnished by you and available as per our records or on hand delivery of the notice to you, whichever is earlier. However, where the circumstances so warrant, the Company reserves the right to terminate your employment with immediate effect.

Increments and Promotions

Your growth in the organization through promotions and salary increments will depend solely on your performance and contributions to the Company, as determined by the management through periodic performance appraisals.

Compliance to Quality Standards

You will be required to understand and implement standard procedures evolved at US Technology International Private Limited for SEI CMMI / PCMM. Your attitude toward adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

Background Verification

You have been employed on the basis of the particulars furnished by you. In case the said particulars are found to be incorrect or it is found that you have concealed or withheld any relevant facts, your employment with the Company shall stand terminated / canceled forthwith without any notice.

Medical

Your employment may be terminated forthwith by written notice by the Company, on the basis of medical advice it deems acceptable, that you have become physically or mentally disabled or incapacitated during your employment with the Company to such an extent that you are unable to effectively perform the duties entrusted to you during the course of your employment.

Working Hours

The normal working hours are from 8.30 am to 6 pm. Monday through Friday. Saturday and Sunday are holidays. The company reserves the right to alter or modify its working hours or holidays temporarily or permanently.

Dress Code

All employees of the company can wear business casuals on all working days. Dress code classification are as follows:

Men : Casual half sleeved shirts, plain polo shirts, Tees with round necks (turtle necks included), collars dress shirts, sweaters and turtlenecks are acceptable attire for work, Suit jackets or sports jackets, Slacks that are similar to Dockers cotton or synthetic material pants, wool pants, flannel pants and synthetic pants, Chinos, Corduroys, Cargos, presentable jeans are acceptable.



Women : Jeans, slacks that are similar to Dockers cotton or synthetic material pants, Plain polo shirts, dress shirts, blouses, sweaters and suit jackets. Casual dresses, kurta churidars/salwars, skirts and skirts that are split at or below the knee are acceptable. Casual tops, Tees with round necks, collars (turtle necks included), Culottes/Parallels (below knee), preferable jeans Leggings can be worn only with long kurtas or tops.

Duties and Responsibilities

1. You will be required to serve in the assigned position or in such other capacities, consistent with your status and position in the Company, as may be requested from time to time by the Company.
2. In the course of your employment, the Company will expect you to display a high standard of initiative, efficiency and economy. You shall diligently, faithfully and to the best of your abilities perform the duties and services related to your assigned post as well as such additional or different duties and services consistent with your position, as you may be reasonably be directed to perform by the Company from time to time. For the performance of all such duties and services, you shall use all the knowledge, skill and experience that you possess, to the entire satisfaction of the Company.
3. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the Company's image as suppliers of quality software and services.
4. You shall devote your full time and attention during your employment with the Company exclusively to the business and affairs of the Company and shall not, during your employment with the Company, without the prior written consent of the Company, directly or indirectly, carry on or be engaged, concerned or interested in any manner whatsoever in any other employment, business, trade or occupation, either on a part-time or full-time basis, in an honorary capacity or otherwise, either during or after normal business hours.

Confidentiality

1. You agree to sign and be bound by the terms of the Non-Disclosure, Non-Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter.
2. Further, the Executive also agrees to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time.
3. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure will be considered a serious misconduct and breach of the terms of your employment.

Posting / Transfer of Service

While your initial place of work is as intimated in your Letter of Offer, you are liable to be transferred to any department / division of the Company / its business associates' / clients, in India or abroad, as required by the exigencies of the business at the discretion of the Company. You may be required, from time to time, to travel to locations outside your place of posting, within India and abroad, on short notice.

Travel

You may be required, from time to time, to travel to locations outside your place of posting, within India and abroad, on short notice.

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Expenses

Upon presentation of appropriate documentation, the Company shall reimburse to you all reasonable and necessary out-of-pocket expenses, including travel expenses, actually incurred by you in the course of your employment. The Company has policies and procedures in relation to the reimbursement of such expenses that may be revised from time to time. The reimbursement of expenses shall be subject to the same having been incurred and accounted for in accordance with the said policies and procedures in effect. The Company reserves the right to correct an adverse expense balance by making the necessary deductions from any amounts due to you from the Company.

Intellectual Property Rights

1. Your duties in the course of your employment are expected to generate programs, softwares, tools, workflows, in which copyright or other intellectual property may subsist. All intellectual property rights, in India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time), invention, discovery, ideas, techniques, machines, methods, processes, uses, products, devices, codes, configurations of any kind and improvements made to any of the above, or in any other matter including but not limited to computer software, conceived / created / made fully or in part (whether or not during regular office / business hours and whether alone or in conjunction with others,) by you, during the period of your employment with the Company, shall be disclosed in writing to the Company immediately on such conception, creation or making and shall stand automatically vested in and be the sole and exclusive property of the Company. By accepting this employment, you have undertaken to execute and register any and all necessary documents, and do whatever else may be necessary as may be determined by the Company in its discretion, at the cost of the Company, even after your employment has ended, to further confirm the above ownership rights in favour of the Company. You also explicitly waive all moral rights in your contribution to the business of the Company.
2. You shall keep all such intellectual property of the Company confidential and shall use all Such property strictly in accordance with the terms of your employment for the sole benefit of the Company.

Non-Solicitation

1. During your employment with the Company and for the one (1) year period thereafter, you shall not, directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, knowingly solicit, aid or induce any employee of the Company to leave such employment in order to accept employment with or render services to or with any other person, firm, corporation or other entity unaffiliated with the Company or knowingly take any action to materially assist or aid any other person, firm, corporation or other entity in identifying or hiring any such employee.
2. During your employment with the Company and for the one (1) year period thereafter, you shall not, directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity knowingly solicit, aid, entice or induce any customer or potential customer of the Company away from the Company or assist or aid any other persons or entity in identifying or soliciting, enticing etc. any such customer.
3. The obligations contained in this clause shall survive the termination of your employment with the Company and shall be fully enforceable thereafter.

Disciplinary Procedures and the Company Policies

In addition to the terms specified herein, you shall be liable for disciplinary action including warning, deduction from remuneration, suspension, demotion, denial of promotion and/or increment, discharge,



dismissal etc. for acts and omissions constituting misconduct and violations of the code of behavior in accordance with the policy of the Company. The said policy shall be treated as part and parcel of this Agreement. The Company may amend / alter the said Policy at its sole discretion. Pending disciplinary action, you may be suspended from service.

Training

You may also be selected or sponsored by the Company for receiving training with the Company's associates or other institutions within India or abroad. You will diligently and beneficially, take part in such trainings and assignments.

Passport & Driving License

It is very important for you to have a valid passport and a 4 wheeler-driving license. If you do not have it, you are required to apply for them immediately.

Other Rules and Regulations

During your employment with the Company, you shall be subject to such rules and regulations and policies of the Company as may be made applicable and revised at the Company's discretion from time to time, irrespective of whether the rules and regulations or policies or any changes therein are individually notified to you. The rules and regulations are documented in the employee hand book and also published in the company intranet. We request you to go through the same. You are required to adhere to them strictly, failing which the Company reserves the right to take appropriate action, including dismissal from service, depending on the severity of the violation.

Address & Other Details

1. You shall advise the Company of the address to which communications to you should be sent by post. All notices and other communication sent to you at such address shall be deemed to have been properly sent by us and received by you.
2. You shall keep the Company informed of the changes, if any, in respect of your address and also of any change in your civil or marital status and other such matters. Your address / status shall be as last advised by you to the Company (in writing).

Consequences of Termination

On termination / cessation of your employment with the Company, for whatever reason, you will return to the Company:

- i. any item belonging to the Company such as laptop computer with all software and data therein, with details of any passwords which you may have installed;
- ii. every Company document (including electronic documents) of whatever description in your possession or control, together with any copies, notes or summaries of such documents and your own working papers, for all of which your undertake to make a diligent search;
- iii. any other Company property in your possession or control;
- iv. immediately repay all outstanding debts and loans due to the Company and the Company is hereby authorized to deduct from any monies due to the Employee a sum in repayment of all or any part of any such debts or loans; and
- v. Strictly comply with all continuing obligations including obligations of confidentiality, non-disclosure and non-competition.



Warranty

You represent and warrant to the Company that the terms and conditions of your employment are legal, valid and binding upon you and acceptance of the same by you and the performance of your obligations pursuant to your employment by the Company does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other employment agreement/s).

Jurisdiction

Your employment shall be governed by and construed in accordance with the laws of India and the courts of Trivandrum shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

Amendments

The Company, at its discretion, may alter, replace or annul any of the above, should circumstances so warrant either as a result of statute or otherwise.

* * * * *



Annexure2

Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet [consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Latest 3 salary slip or salary certificate from most recent employer
4. Experience certificate from all previous employers
5. UST offer letter signed
6. Passport (with ECNR stamp)
7. Proof of identity i.e. PAN card, Aadhar Card and Passport
8. Passport size photograph (1 copy)
9. Your income & investment declaration in the Form 12C. (Non-submission of this form will be treated as you do not have income from any other sources apart from your salary income from US Technology International Private Limited.)

***Please note that this offer letter covers all the commitments made on behalf of US Technology International Private Limited towards your employment with the company. It is your responsibility to ensure that any or all commitments made verbally during the selection process are documented prior to joining US Technology. Please note that the company will not be responsible for any verbal commitment made to the candidate except for those that are specifically documented in these pages.*

* * * * *



UST



**Gokul
Gopinadh**

194530

UST Campus, Innovation Drive
Technopark Phase II, Trivandrum 695583

ust.com

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Jayesh
Mohan

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**Vishnu
Unnikrishnan**

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ust.com

165 to 170



see last name <see@scmsgroup.org>

On campus Interview results- UST

17 messages

Timi Abraham(UST IN) <TimiAbraham@ust.com>
To: 'see@scmsgroup.org' <see@scmsgroup.org>

Fri, Aug 6, 2021 at 6:57 PM

Hello Sir,

Greetings from UST!

Thank you very much for allowing your students to attend our interview.

Please find the below results of students who attended online interview with us. Please share the results with students and confirm selected students willingness to join with us.

Candidate ID	Candidate Name	Mobile	Email	College	Status
23819792	Shojo Johnson	+91 9991914931	shojjohnson16@gmail.com	SCMS School of Engineering and Technology	Reject
23817852	Aji Jaison 165	+91 9749957595	ajijaison64@gmail.com	SCMS School of Engineering and Technology	Select
23822771	Mina James 169	+91 7594024660	jamesmina22@gmail.com	SCMS School of Engineering and Technology	Select
23829596	Andra Nar 167	+91 8086278731	andra.souparnika@gmail.com	SCMS School of Engineering & Technology	Select
23822275	Anzu Merin John 166	+91 7902690344	amenzu16@gmail.com	SCMS School of Engineering and Technology	Select
23819821	Rahul K R	+91 8075275443	rkhale33@gmail.com	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	Reject
23801419	Ananya Rajesh	+91 9747943749	ananyarajesh33@gmail.com	Recruitment Venue	Select
23803696	Shimi K Eldose	+91 9645842346	shimikeldose05@gmail.com	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	No Show
23824324	Neal A Vinod 170	+91 7902599459	nealvinod17@gmail.com	SCMS School of Engineering and Technology	Select
23801362	Jayesh Mohan	+91 9645941667	jayeshmohan0@gmail.com	SCMS engineering collage emakulam	Select
23821808	Gokul G Nadh	+91 9745635835	gokulggnadh@gmail.com	SCMS School of Engineering and Technology	Select
23819612	Meelesh Krishna M 168	+91 8281892433	meeleshkrishna@gmail.com	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	Select
23819510	Rithwik S Menon	+91 7012715036	rithwiksomenon@gmail.com	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	Reject
23803837	Aravind J	+91 9496102309	aravindmkrishna@gmail.com	SCMS School Of Engineering And Technology	Select
23818040	Fathimathul Kibthiya	+91 9188057209	fathimathul@kibthiya@gmail.com	SCMS School of Engineering and Technology, Emakulam	Reject
23820739	Vishnu Gopidas	+91 9400515915	vishnugopidas12@gmail.com	SCMS School of Engineering and Technology	Reject
23820241	Aishwarya Nandakumaravama	+91 9400835215	vamaaishwarya3@gmail.com	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	Select
23822760	Aswathy Gopalakrishnan	+91 8281343599	gfgop98@gmail.com	SCMS School of Engineering and Technology	Reject
23812524	Denny Jose C	+91 9448410071	dennyjose@gmail.com	SCMS School of Engineering and Technology	Reject
23812142	Vishnu Unnikrishnan	+91 8826180980	vishnuun2@gmail.com	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	Select
23818239	Geetika Gopinath	+91 8547022378	geetikagopinath0@gmail.com	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	Reject
23825098	Sarath Sajan	+91 7907496200	sarathsajan1986@gmail.com	SCMS School of Engineering and Technology	No Show

Warm regards,

**U S
T .**



**Vishnu
Unnikrishnan**

194528

10th Floor, Brigade Towers
WTC, Infopark ,Kochi- 682042

ust.com



WELCOME LETTER FROM VAISESIKA Inbox



Bhavya Bhavadas Jul 14

to Bhavya, HR, bcc: me 



Dear Candidate

We are pleased to inform you that you are selected for the position of **Software Trainee** in our company Vaisesika Consulting Private Limited.

Please provide us the details mentioned below for further processing of your employment offer letter.

1. Full name as in your ID Card.
2. Temporary/ Permanent house address. Also let me know to which address we have to ship the laptop.
3. Contact Phone numbers and Email ID
4. Emergency contact Number and relation to that person.
5. Any ID document with photo in it and aadhar copy.
6. Educational Documents & Pan Card

We congratulate, welcome you and wish you luck on behalf of our company and management. If you have any questions, please write back to me or reach out to +91-9605604357

Thanks & Regards



Bhavya Bhavadas
Associate HR Manager

www.vaisesikaconsulting.com



INTERNSHIP LETTER

HR/IL/2021/08/7980
Date: 26-08-2021

Name of the Candidate : SREELAKSHMI K S
Place of Joining : Kochi
Internship Start Date : August 30th, 2021

Dear Sreelakshmi,

With reference to your interview you had with us, we are pleased to offer you the position of **Engineer (QA)** in **VVDN Technologies Pvt. Ltd (hereinafter referred to as “VVDN” or “Company”)** on the following terms and conditions:

1. Upon successful completion of your Internship and submission of all necessary document of your completion of Degree, you will be given the status of a permanent employee and you will be given a CTC of Rs. 3.2 L Per Annum.
2. The internship will be for Five days a week. This is **subject to any change or requirement** that may come into force in future. Such changes will supersede all the relevant clauses mentioned in this offer letter.
3. You will be in a On the Job training period for the first 3 months from the day of your onboarding with us. During this period, if the Company finds the performance and discipline of the trainee is not satisfactory, appropriate action will be taken.
4. You will be required to execute Confidentiality Agreement, Terms and Conditions of Internship and such other documents/ undertakings/ agreements as may be required by **VVDN** from time to time.
5. Any discovery, invention, improvement, adaptation or variation of designs, drawings, processes, methods, material specifications, etc., which will be a result of your training in **VVDN** or its associates, or which you may come to know in the course of your Training, more specifically in relation to the engineering or technology used or adopted by **VVDN**, shall be the property of **VVDN**. You shall treat the above information or data in connection with any work done in **VVDN** strictly confidential. You shall not use, give or sell any or all of the information to any other person or firm for exploitation, for gain or otherwise.
6. All information, papers, correspondence, etc., pertaining to **VVDN** business activities, commercial, technical or otherwise coming into your possession in the course of your training shall be treated strictly confidential.
7. During your training with **VVDN**, you may be transferred to any of the Offices/ Departments/ Units of **VVDN** or of associate concerns whether existing or to be set up, basis any business requirement, anywhere in India or abroad, on the same terms and conditions of Internship at the sole discretion of the management.

Corporate Office: B-22, Sector - 34, Infocity, Gurgaon, Haryana - 122001, India

Registered Office: 12/10 East Patel Nagar, New Delhi - 110008, India

www.vvdntech.com | Email: info@vvdntech.com



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8. **Leave:** Regular full-time employees will have planned and unplanned leaves as per the VVDN Leave Policy whereas if you join as an Intern/ Trainee, you will be entitled to get one unplanned leave in a month on pro rata basis. Please refer leave policy for more details.
 9. During your tenure with **VVDN**, you will be governed by the Service Rules and regulations of **VVDN** currently in force or as introduced/awarded from time to time.
 10. Either party can terminate this internship by intimating 30 days in advance.
 11. You have been enrolled on the presumption that the particulars furnished by you are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your internship with **VVDN** shall stand terminated/ cancelled without any notice.
 12. You will diligently carry out, to the best of your ability all such duties and responsibilities as may be entrusted to you from time to time and you shall not engage yourself either directly or indirectly in any other employment, business or occupation other than you're On the Job Training curriculum.
 13. Your email acceptance of this letter is expected within 3 days from the date of releasing the offer letter. This offer shall become void after completion of 3 days in-case no acceptance is received from the candidate.
 14. As per the business requirements, company can ask for short-term or long-term travel/ deployment to any of the work location in India or abroad.
 15. Any interim voluntary or involuntary drop out cases will not be considered for any settlements and internship certificates. The internship certificate will be given for such trainees who will not be able to continue VVDN due to observed performance issues during internship
 16. In any such case, where trainee wants to leave the training or absconds or performs not as per the expectations due to which his confirmation of the services doesn't happen, trainees are liable to pay the training expenses as recovery which is not only limited to the three months stipend amount but also up to a sum of Rs. 5,00,000/- towards training cost, irrespective of the internship duration.

Please Sign the duplicate copy of this letter and return the same as token of your acceptance [Acceptance is through email or signatures] of the terms and conditions detailed in the letter.

On the day of your joining, **please bring original and photocopies** of the following for verification:

- **Pan Card**
- **Aadhar Card**
- **2 Color photographs, passport size**
- **10th Certificate**
- **12th Certificate**
- **All semester mark-sheets & Degree certificate**
- **NOC Letter from college for Internship**

Corporate Office: B-22, Sector - 34, Infocity, Gurgaon, Haryana - 122001, India

Registered Office: 12/10 East Patel Nagar, New Delhi - 110008, India

www.vvdntech.com | Email: info@vvdntech.com

Registered Office:
VVDN Technologies Pvt Ltd
12/10, East Patel Nagar,
Delhi – 110008, India
Corporate Office:
B-22, Infocity Sector-34,
Gurugram-122001, Haryana, India
Tel No: +91 124 4284250
Fax No: +91 124 4284251
Website:
www.vvdntech.com
Email:
info@vvdntech.com
CIN:
U72200DL2007PTC162619



-
- **Passport** (Passport is mandatory at the time of joining. In case you do not possess a valid passport, we want you to apply for it in advance and submit the copy of application to HR department within one month of your joining)

Wishing you a rewarding career with **VVDN** and welcoming you to our Pursuit of Excellence.

Yours sincerely,

For VVDN Technologies Pvt. Ltd.

Name of the Intern: SREELAKSHMI K S

A handwritten signature in black ink, appearing to read "Sreelakshmi K S".

Authorized Signatory

Signature: -----



Wipro Campus Update_LOI

Inbox



Campus HR Team Yesterday

to me ▾



August 18, 2021

Dear Akhil Paul ,
Resume Number - 21 [REDACTED]

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.



APPOINTMENT LETTER

August 27, 2021

Dear HISANA TY,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his 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 corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with 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.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I HISANA TY, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: HISANA TY

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE - IV

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – V

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2021-22.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other

charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Signature HISANA TY 27/8/2021 10:34 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited

Doddakannelli

Sarjapur Road

Bengaluru 560 035

India

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F :+91 (80) 2844 0054

E :info@wipro.com

W :wipro.com

C :L32102KA1945PLC020800

20926601



APPOINTMENT LETTER

February 15, 2022

Dear Alen Baburaj,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his 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 corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with 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.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Alen Baburaj, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Alen Baburaj

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature Alen Baburaj 15/2/2022 8:44 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

22696612

August 31, 2021

Dear RITHWIK MENON ,
Resume Number - 20899325

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Project Engineer** which will be in Career Band **TRB-II** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004



APPOINTMENT LETTER

September 10, 2021

Dear Ashil Basheer,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his 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 corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with 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.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Ashil Basheer, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Ashil Basheer

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – V

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2021-22.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other

charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. **Annual Health check:** Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit:** Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws

Survivor Benefit Pension Program:**

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept

Decline

Signature Ashil Basheer 10/9/2021 5:56 PM

(checking the checkbox above is equivalent to a handwritten signature)

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