

Ref: MEIL/3128/2021-22/0045

Date: 22/09/2021

Emp ID : 12019973
Name : Mohammad Nazimuddin K
Designation : Associate Engineer
Grade : M2
Function : Execution
Location : LIS Tarikere Pkg II - 3128

Sub: Probation Confirmation

Dear Mr. Mohammad Nazimuddin K

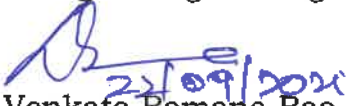
Further to our appointment order MEIL/APP-2894/20-21, reporting date 09/02/2021 and subsequent review of your performance during probation period, we are pleased to inform that your services have been confirmed as Associate Engineer - M2 - with effect from 09/08/2021 .

All the other terms and conditions as detailed in your appointment order remain unchanged.

We look forward to your valuable contribution and wish you all the very best for a rewarding career with the organization.

Best Wishes

For Megha Engineering & Infrastructures Ltd.


D Venkata Ramana Rao
Associate Vice President - HR





HRD/3T/19-20/13084822

Ms. Rukiyath Rizwana V P
Candidate ID: 13084822
Darul Badar, Nangi Road,
Mogral
Kasaragod - 671321
Kerala
India
Ph: (91) 98959 69864

July 09, 2019

Dear Rukiyath,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Digitally signed by RICHARD LOBO
Date: 2019.07.09 04:01:45 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/19-20/13084822

July 09, 2019

Ms. Rukiyath Rizwana V P
Candidate ID: 13084822
Darul Badar, Nangi Road,
Mogral
Kasaragod - 671321
Kerala
India
Ph: (91) 98959 69864

Dear Rukiyath,

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 **February 17, 2020**.

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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 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 **2019 - 20** 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 months' 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 **2018 -2019**. 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.

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Date: _____, 20____

Sign your name

Print your name Location

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

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Rukiyath Rizwana V P
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)	12,000 (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. Rukiyath Rizwana V P
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 (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an 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)	12,000 (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				



Bearys Properties & Developments Pvt. Ltd.

Bearys Horizon, 21 Wood Street
Bangalore 560025

t +91 80 2227 3124 / 2531 7777
f +91 80 2227 3424

e properties@bearysgroup.com
w www.bearysgroup.com



Delivering Excellence
Consistently

21st July 2019

Mr. Moidin Ijaz
S/o U Ismail
4-60/18, Mangalanthi House
Manjanadi, DK – 575 018

Dear Mr. Moidin,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as "Trainee Engineer – Civil" in our organization with effect from 22nd July 2019.

Please note that you will be on one year training in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs. 15,000/- per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

You will be entitled for Provident Fund & ESI as per statutory regulations effective from your date of joining. Kindly note that, TDS/PT and other statutory deductions will be as per applicable laws from time to time.

Kindly note that you will be required to give one month notice in the event of your resignation.

On confirmation, you shall be entitled to other benefits i.e. Bonus as per company's performance, leave and any other benefits as per company rules & entitlements as amended from time to time.

Your appointment and continuance are subject to your remaining medically fit always.

During your training with us, you will abide by the working hours of the office without any extra remuneration and shall keep confidentiality in all company matters for which you shall be liable.

You will be responsible for the safe keeping and return in good condition all company property which may be in your use, custody, care, or charge.

Your services are also transferable to any of company's sites/ offices (either existing or to be set up in future) anywhere in India, purely at the discretion of the management on the same terms & conditions.

You will be governed by the rules & regulations of the organisation as formulated from time to time.

We are happy to welcome you to the Bearys fold & hope that you will stay & grow with us & contribute a great deal for the continued success of self & the **Bearys Group**.

Please sign the duplicate copy of this letter as a token of your acceptance.

Yours truly,
For **BEARYS PROPERTIES & DEVELOPMENTS PVT. LTD.**


SYED MOHAMED BEARY
CHAIRMAN & MANAGING DIRECTOR

ACCEPTED BY ME

Bearys Properties & Developments Pvt. Ltd.

Bearys Horizon, 21 Wood Street
Bangalore 560025

t +91 80 2227 3124 / 2531 7777
f +91 80 2227 3424

e properties@bearysgroup.com
w www.bearysgroup.com



Delivering Excellence
Consistently

21st July 2019

Mr. Nandan S
S/o V Somanath, #1668, 12th Cross
Bharath Colony, Davangere – 577 003

Dear Mr. Nandan,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as "Trainee Engineer – Civil" in our organization with effect from 22nd July 2019.

Please note that you will be on one year training in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs. 15,000/- per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

You will be entitled for Provident Fund & ESI as per statutory regulations effective from your date of joining. Kindly note that, TDS/PT and other statutory deductions will be as per applicable laws from time to time.

Kindly note that you will be required to give one month notice in the event of your resignation.

On confirmation, you shall be entitled to other benefits i.e. Bonus as per company's performance, leave and any other benefits as per company rules & entitlements as amended from time to time.

Your appointment and continuance are subject to your remaining medically fit always.

During your training with us, you will abide by the working hours of the office without any extra remuneration and shall keep confidentiality in all company matters for which you shall be liable.

You will be responsible for the safe keeping and return in good condition all company property which may be in your use, custody, care, or charge.

Your services are also transferable to any of company's sites/ offices (either existing or to be set up in future) anywhere in India, purely at the discretion of the management on the same terms & conditions.

You will be governed by the rules & regulations of the organisation as formulated from time to time.

We are happy to welcome you to the Bearys fold & hope that you will stay & grow with us & contribute a great deal for the continued success of self & the **Bearys Group**.

Please sign the duplicate copy of this letter as a token of your acceptance.

Yours truly,
For **BEARYS PROPERTIES & DEVELOPMENTS PVT. LTD.**


SYED MOHAMED BEARY
CHAIRMAN & MANAGING DIRECTOR

ACCEPTED BY ME

Bearys Properties & Developments Pvt. Ltd.

Bearys Horizon, 21 Wood Street
Bangalore 560025

t +91 80 2227 3124 / 2531 7777
f +91 80 2227 3424

e properties@bearysgroup.com
w www.bearysgroup.com



Delivering Excellence
Consistently

21st July 2019

Mr. Sachin H S
S/o Siddappa Haganahalli
Chinakurali Hobali Pandavara Tq
Aralakuppe, Mandya – 571 427

Dear Mr. Sachin,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as "Trainee Engineer – Civil" in our organization with effect from 22nd July 2019.

Please note that you will be on one year training in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs. 15,000/- per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

You will be entitled for Provident Fund & ESI as per statutory regulations effective from your date of joining. Kindly note that, TDS/PT and other statutory deductions will be as per applicable laws from time to time.

Kindly note that you will be required to give one month notice in the event of your resignation.

On confirmation, you shall be entitled to other benefits i.e. Bonus as per company's performance, leave and any other benefits as per company rules & entitlements as amended from time to time.

Your appointment and continuance are subject to your remaining medically fit always.

During your training with us, you will abide by the working hours of the office without any extra remuneration and shall keep confidentiality in all company matters for which you shall be liable.

You will be responsible for the safe keeping and return in good condition all company property which may be in your use, custody, care, or charge.

Your services are also transferable to any of company's sites/ offices (either existing or to be set up in future) anywhere in India, purely at the discretion of the management on the same terms & conditions.

You will be governed by the rules & regulations of the organisation as formulated from time to time.

We are happy to welcome you to the Bearys fold & hope that you will stay & grow with us & contribute a great deal for the continued success of self & the **Bearys Group**.

Please sign the duplicate copy of this letter as a token of your acceptance.

Yours truly,
For **BEARYS PROPERTIES & DEVELOPMENTS PVT. LTD.**


SYED MOHAMED BEARY
CHAIRMAN & MANAGING DIRECTOR

ACCEPTED BY ME

Bearys Properties & Developments Pvt. Ltd.

Bearys Horizon, 21 Wood Street
Bangalore 560025

t +91 80 2227 3124 / 2531 7777
f +91 80 2227 3424

e properties@bearysgroup.com
w www.bearysgroup.com



Delivering Excellence
Consistently

21st August 2019

Mr. Munvar Pasha
S/o Usman Sab
Kote oni, J Venktapur, Jagir
Raichur – 584 134

Dear Mr. Munvar,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as "Trainee Engineer – Civil" in our organization with effect from 22nd August 2019.

Please note that you will be on one year training in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs. 15,000/- per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

You will be entitled for Provident Fund & ESI as per statutory regulations effective from your date of joining. Kindly note that, TDS/PT and other statutory deductions will be as per applicable laws from time to time.

Kindly note that you will be required to give one month notice in the event of your resignation.

On confirmation, you shall be entitled to other benefits i.e. Bonus as per companys performance, leave and any other benefits as per company rules & entitlements as amended from time to time.

Your appointment and continuance are subject to your remaining medically fit always.

During your training with us, you will abide by the working hours of the office without any extra remuneration and shall keep confidentiality in all company matters for which you shall be liable.

You will be responsible for the safe keeping and return in good condition all company property which may be in your use, custody, care, or charge.

Your services are also transferable to any of companys sites/ offices (either existing or to be set up in future) anywhere in India, purely at the discretion of the management on the same terms & conditions.

You will be governed by the rules & regulations of the organisation as formulated from time to time.

We are happy to welcome you to the Bearys fold & hope that you will stay & grow with us & contribute a great deal for the continued success of self & the **Bearys Group**.

Please sign the duplicate copy of this letter as a token of your acceptance.

Yours truly,
For **BEARYS PROPERTIES & DEVELOPMENTS PVT. LTD.**


SYED MOHAMED BEARY
CHAIRMAN & MANAGING DIRECTOR

ACCEPTED BY ME

MOHAMMED SAREEH

CIVIL ENGINEER



+91 7019 528 284



www.archiusdb.in
archiusdb@gmail.com



First Floor, Apsara complex,
Seethangoli, Kasaragod, 671321



Bearys Properties & Developments Pvt. Ltd.

Bearys Horizon, 21 Wood Street
Bangalore 560025

t +91 80 2227 3124 / 2531 7777
f +91 80 2227 3424

e properties@bearysgroup.com
w www.bearysgroup.com



Delivering Excellence
Consistently

5th February 2021

Mr. Mohammed Irfan
S/o Abdul Azeez
#4-10, Valachil Gudde House
Farangiper, D.K – 574 143

Dear Mr. Irfan,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as “Trainee Engineer – Civil’ in our organization with effect from 6th February 2021. Please report for duty at our project Mahape at Navi Mumbai.

Please note that you will be on one year training in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs. 18,000/- per month. You will be trained & assigned Site Supervision/Coordination and other civil/construction engineering tasks by your superiors at any of our projects.

You will be entitled for Provident Fund & ESI as per statutory regulations effective from your date of joining. Kindly note that, TDS/PT and other statutory deductions will be as per applicable laws from time to time.

Kindly note that you will be required to give one month notice in the event of your resignation.

On confirmation, you shall be entitled to other benefits i.e. Bonus as per company's performance, leave and any other benefits as per company rules & entitlements as amended from time to time.

Your appointment and continuance are subject to your remaining medically fit always.

During your training with us, you will abide by the working hours of the office without any extra remuneration and shall keep confidentiality in all company matters for which you shall be liable.

You will be responsible for the safe keeping and return in good condition all company property which may be in your use, custody, care, or charge.

Your services are also transferable to any of company's sites/ offices (either existing or to be set up in future) anywhere in India, purely at the discretion of the management on the same terms & conditions.

You will be governed by the rules & regulations of the organisation as formulated from time to time.

We are happy to welcome you to the Bearys fold & hope that you will stay & grow with us & contribute a great deal for the continued success of self & the **Bearys Group**.

Please sign the duplicate copy of this letter as a token of your acceptance.

Yours truly,
For **BEARYS PROPERTIES & DEVELOPMENTS PVT. LTD.**


SYED MOHAMED BEARY
CHAIRMAN & MANAGING DIRECTOR

ACCEPTED BY ME



سندان
SENDAN

Employment Interview Sheet

Job Title
Candidate Name

Job Title: Assistant Engineer - Civil Candidate Name: MOHIDIN ALIYUL RILAN
Job Code: ASST. ENGINEER Date: 08/12/2022
Job Location: SAUDI ARABIA Date of Receipt: 08/12/2022
Job Category: Engineering Date of Expiry: 11/12/2022

Date: December 1, 2022

EMPLOYMENT OFFER

1. NAME : MOHIDIN ALIYUL RILAN
2. NATIONALITY : INDIAN
3. POSITION : ASSISTANT ENGINEER PROJECTS CIVIL
4. (A) SALARY (PER CALENDAR MONTH) : Your fixed monthly salary is SAR 4,500/-
5. (A) WORKING HOURS : You are required to work for 8 regular hours, 6 days/week plus any additional hours required by your superior to complete the work. The above salary includes an allowance of SAR 1125/= against all additional (not partial) hours (with a minimum of 2 hours daily) worked which can be deducted on your refusal.
- (B) OVERTIME ELIGIBILITY PAY : NOT ELIGIBLE
6. FOOD : COMPANY PROVIDED
7. DURATION OF CONTRACT : 2 YEARS (RENEWABLE ON THE MUTUAL CONSENT)
8. PROBATION PERIOD : 90 DAYS (WITH THE RIGHT TO TERMINATE THE CONTRACT TO THE EMPLOYER ONLY)
9. CONTRACT STATUS : SINGLE
10. ACCOMMODATION : COMPANY PROVIDED
11. TRANSPORTATION : COMPANY PROVIDED
12. MEDICAL INSURANCE : COMPANY PROVIDED (SUBJECT TO INSURANCE POLICY LIMIT)
13. SOCIAL INSURANCE (GOSI) : COMPANY PROVIDED
14. (A) VACATION : 30 DAYS UPON COMPLETION OF 1 YEAR SERVICE
- (B) VACATION LEAVE CYCLE : AFTER COMPLETION OF 1 YEAR SERVICE
15. VACATION PAY : 21 DAYS PAID AND 09 DAYS UNPAID
16. RIGHTS COMPENSATION PAY : AS PER SAUDI ARABIAN LABOUR LAW
17. AIR TICKETS : ECONOMY CLASS (TO THE NEAREST INTERNATIONAL AIRPORT)
18. NOTICE PERIOD BY EMPLOYEE : 60 Days
19. NOTICE PERIOD BY COMPANY : 30 Days (ANYTIME DURING THE CONTRACT PERIOD)

Note: If the employment contract is terminated by employee before its expiration, the employee shall be liable to pay the visa/recruitment costs.

The above offer is subject to verification of all original certificates and medical fitness. Offer is valid for 3 days from the date of receipt.



ACCEPTED BY:

Signature: _____

Name: _____

Date: _____

Mohidin Aliyul Rilah

Mohidin Aliyul Rilah

08/12/2022

For: SENDAN International Company Limited

SENDAN International Company Ltd.

C.R. 2055004244 - Paid up capital : 27 Million SR

سجل تجاري: ٢٠٥٥٠٠٤٢٤٤ - رأس المال المدفوع: ٢٧ مليون ريال
ص.ب. ١١٠٤٩، طريق ١١٤، مدينة الجبيل الصناعية ٣١٩٦١، المملكة العربية السعودية، التل: ٣٤٣ ٣٤١ (١٣ خطوط) - فاكس: ٩٦٦ ١٣ ٣٤١ ١٢٨٨
P.O.Box 11049, Tareeq 114, Jubail Industrial City 31961, KSA, Tel.: (013) 341 2343 (7 Lines), Fax: +966 13 341 1288

شركة سندان الدولية المحدودة

سجل تجاري: ٢٠٥٥٠٠٤٢٤٤ - رأس المال المدفوع: ٢٧ مليون ريال





Muhammad Aslam

Employee ID : 00300212

Company : A&S Contracting

Interiors

Department : Ali & Sons

Contracting Interiors

Designation : Site Engineer

Show all X



الكفاح بريكاست
Kifah Precast

عرض وظيفي JOB OFFER

التاريخ: 18 يناير 2023
Date: 18 Jan 2023

BASIC INFORMATION

Work Location: Umluj
Position: QC Inspector
Candidate Name: Abdul Nadil
Nationality: Indian

املج
مفتش جودة
عبدل نادل
هندي

المعلومات الأساسية

موقع العمل:
المسمى الوظيفي:
اسم المرشح:
الجنسية:

Following our discussions, we are pleased to offer from Al-Kifah Precast as per the following conditions:

يسعدنا أن نقدم لك العرض الوظيفي من شركته الكفاح للخرسانة مسبقة الصنع بالشروط التالية:

SALARY AND BENEFITS

Basic Salary: SR 3,500
Accommodation Allowance: Provided
Transportation Allowance: Provided
Health Insurance: As per company policy
Yearly Vacation: 21 days

الراتب والمزايا

الراتب الأساسي:
بدل السكن:
بدل المواصلات:
التأمين الطبي: حسب سياسة الشركة
الاجازة السنوية: 21 يوما

Contract Details

Probationary period:
3-6 month from joining date
Contract duration: 2 years
Tickets Allowance: Half Ticket per year
Working Hours: 6 days / 48 hrs

تفاصيل العقد

فترة التجربة:
3-6 أشهر من تاريخ المباشرة
مدة العقد: سنتان
تذاكر السفر: نصف تذكرة سنويا
ساعات العمل: 48 ساعة / 6 ايام بالاسبوع

FINAL RECOMMENDATIONS:

HCM Personnel Lead
Mr. Mohammed AlBoainain
Signature:.....

CEO:
Mr. Ehab Abusalim
Signature:.....

CANDIDATE AGREEMENT موافقة المرشح

I acknowledge, that the information that was provided in my CV and my certificates are true.

أقر بأن جميع المعلومات التي قدمتها في سيرتي الذاتية وشهاداتي صحيحة.

Agree () Disagree ()

موافق () غير موافق ()

Candidate Signature:

توقيع المرشح:

Date: \ \

التاريخ: / /



OL22-OBM2506-1235

JOB OFFER LETTER

June 25, 2022

Dear Mr. Razi Musthafa,

Occasion Interiors, is pleased to offer you a job as **Site Engineer**. We trust that your knowledge, skills and experience will be among our most valuable assets. Should you accept this job offer, as per company policy you'll be eligible to receive the following beginning on your hire date.

- **Salary:** Monthly Gross Starting Salary of **AED 2,500**.
- **Annual Leave:** You will be entitled to as annual one-month's paid leave upon completion of 18 months.
- **Annual Leave Travel Allowance:** You will be eligible to a return economy class airfare to home country upon completion of 18 months.
- **Working Hours:** Our working hours are between 7AM-5PM (with one hour lunch break on Monday to Thursday & Saturday and Prayer Break Time from 01:00 PM – 2:30 PM on Friday.
- **Day Off:** Every Sunday
- **Accommodation & Transportation:** Company will provide.
- **Visa Process:** Company will process the visa.
- **EID:** Will be paid by the employee.
- **Work Period:** Minimum of 4 years
- **Health Insurance:** Company will provide the health insurance
- **Probation:** 3 months

We hope that you'll accept this job offer and look forward to welcoming you aboard. Feel free to call us if you have questions or concerns.

This offer is valid for 3 working days from issued date.

Sincerely,

HR Manager,
Occasion Interiors.



Accept Job Offer

by signing and dating this letter below, I, Mr. Razi Musthafa, accept this job offer as Site Engineer at Occasion Interiors.

Signature: _____

Date: _____

Razi Musthafa

25/06/2022

ಕೆಪಿಡಬ್ಲ್ಯುಡಿ ಕೋಡ್ 2014 ಕಂಡಿಕೆ 248 ರಿಂದ 255 (ನೋಂದಣಿ) ಮತ್ತು
ಕಂಡಿಕೆ 256, 257 (ನವೀಕರಣ) ಮತ್ತು ಸರಕಾರಿ ಆದೇಶ ಸಂಖ್ಯೆ ಲೋಇ 296



1) ಗುತ್ತಿಗೆದಾರರ / ಸಂಸ್ಥೆಯ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ.

Name of the Contractor/firm and address

ಜಾತಿ (ಪ. ಜಾ/ಪ.ಪಂ/ಇತರೆ)

ಮೆ/ಕನ್ಸ್ಟ್ರಕ್ಷನ್ ಟೆಕಾ,
4-19 (47) ಬಿಎಲ್‌ಸಿಆರ್,
ಹಾಳೇಶ್ವರಿ, ಮಂಗಳೂರು

ಬಿ) ಪಾಲುದಾರಿಕೆ ಸಂಸ್ಥೆಯಾದಲ್ಲಿ ಪಾಲುದಾರರ ಹೆಸರು ಮತ್ತು ನಿರ್ವಾಹಕ ಪಾಲುದಾರರ / ಮೇನೇಜಿಂಗ್ ಡೈರೆಕ್ಟರ್ / ಛೀಫ್‌ಮನ್‌ರ ಹೆಸರು, ವಿಳಾಸ ಮತ್ತು ಫೋಟೋ.

ಶಾಲದಾಂಕೆ ಸಂಸ್ಥೆ,

b) If partnership firm, name of the partners and name of the Managing Partner / Managing Director / Chairman with address and Photo.

ಶ್ರೀ ಬ್ರಹ್ಮಚಂದ್ರ ಎನ್.ಎಸ್.ಎಸ್. ನಿರ್ದೇಶಕರು.
ಶ್ರೀ ಬ್ರಹ್ಮಚಂದ್ರ ಎನ್.ಎಸ್.ಎಸ್. ನಿರ್ದೇಶಕರು.

2) ಯಾವ ದರ್ಜೆಯಲ್ಲಿ ನೋಂದಾಯಿಸಲಾಗಿದೆ. ನೋಂದಣಿ / ನವೀಕರಣ ಸಂಖ್ಯೆ, ದಿನಾಂಕ ಇತ್ಯಾದಿ.

Class under which registered :
Registration/Renewal No. and date etc.

ಶ್ರೀ ರಾಜ್ ಬ್ರಹ್ಮಚಂದ್ರ ಎನ್.ಎಸ್.ಎಸ್. ನಿರ್ದೇಶಕರು.

ನಾಲ್ಕನೇ ದರ್ಜೆ (ಸಿಎಲ್):

ನಿ.ಸಂ. DISPWD 0906:

ನಿ.ಸಂ. ಸಿಎಲ್: ನಿ.ಸಂ.

20-21 ಅ. 25-1-21

ತೆಲನ್ ಸಂ. 110281488

ಅ 19-12-20

ಬಿ) ಗುತ್ತಿಗೆದಾರರು / ಸಂಸ್ಥೆಯು ಕೆಲಸಗಾರರ ಮತ್ತು ಗುತ್ತಿಗೆದಾರರ ಕ್ಷೇಮನಿಧಿ ಯೋಜನೆಗೆ ರೂ. 500ನ್ನು ಸಂದಾಯಿಸಿದ್ದಾರೆ.

The contractor / firm has / have remitted Rs. 500/- (five hundred) towards workers & Contractors Benevolent fund scheme.



iDesigns
Architectural & Engineering Consultants

Habeeb building K.P.R. Rao road Kasaragod

Mob:+917736500563, +919995467656

Date:15/11/2022

JOINING LETTER

Dear Khadeeja,

We are pleased to offer you the full-time position as ' Design Engineer' at iDesigns Architectural & Engineering consultants starting from 21st November 2022.

In this position you will be engaged with Designing of various projects, co-ordination with site engineers for execution of work as per design etc

We look forward to having you in our team! If you have any queries, please feel free to reach out at your earliest convenience.

Kindly acknowledge with your signature on accepting your offer

Sincerely,

Accepted by



Khadeejath Samana Abdullah M.P.

OFFER LETTER

Dear ALI AHMED,
Subject – Offer letter.

October 25, 2022

Congratulations!!!

We welcome you to a pursuit of excellence with CONSTRUTECH!!!

This has reference to your application for employment with CONSTRUTECH and your subsequent interview you had with us.

We are pleased to offer you a position as a SITE ENGINEER

The offered Cost To Company (CTC) INR. 3, 00,000/- Per Annum (Rupees Three Lakh Only) and your base location will be Mangalore, India. You can join us on or before October 26, 2022. Please respond with your acceptance of this Offer of Employment within Three business days failing which the offer shall be considered Null and Void.

You will receive a detailed employment agreement along with the appointment letter which will detail the compensation structure, terms and conditions of your employment, Confidentiality and Code of Ethics as per “CONSTRUTECH Policy” on the date of your joining.

Please note that your CTC is confidential, and you are not expected to share/discuss with anyone other than your Human Resource representative or your Manager.

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

We welcome you to a pursuit of excellence with Ivy Mobility Solutions!!!

For Construtech



MOHAMMED IZAZ

Head – Human Resources

OFFER LETTER

Dear WASEEM FAKRUDDEEN,
Subject – Offer letter.

March 31, 2022

Congratulations!!!

We welcome you to a pursuit of excellence with CONSTRUTECH!!!

This has reference to your application for employment with CONSTRUTECH and your subsequent interview you had with us.

We are pleased to offer you a position as a SITE ENGINEER

The offered Cost To Company (CTC) INR. 3, 00,000/- Per Annum (Rupees Three Lakh Only) and your base location will be Mangalore, India. You can join us on or before April 01, 2022.

Please respond with your acceptance of this Offer of Employment within Three business days failing which the offer shall be considered Null and Void.

You will receive a detailed employment agreement along with the appointment letter which will detail the compensation structure, terms and conditions of your employment, Confidentiality and Code of Ethics as per “CONSTRUTECH Policy” on the date of your joining.

Please note that your CTC is confidential, and you are not expected to share/discuss with anyone other than your Human Resource representative or your Manager.

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

We welcome you to a pursuit of excellence with Ivy Mobility Solutions!!!

For Construtech



MOHAMMED IJAZ

Head – Human Resources



Official Confirmation of
Employment - Juego Studio
Pvt.Ltd

Inbox



Navyashree Pilar 26/06/2019

to me, Sneha, Disha



Dear Murshida,

CONGRATULATIONS!!

We are glad to inform you that you have been selected for the position of “**Trainee Software Engineer**” at JUEGO STUDIO PVT LTD. You are expected to join on 28th June 2019.

Your CTC is 1.8 LPA and you will be under probation period of 6 MONTHS.

You will be having a bond of 2 years.

We congratulate you on your new challenge and we wish ALL THE BEST in all your endeavors with JUEGO STUDIO PVT LTD.

Please send an acknowledgement mail responding to this and also you are requested to bring the following original certificates along with the photocopies (A4 size only). Once your original documents

Strictly Private & Confidential

06-Jun-2019

Mangalore

Dear **Tahseena**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer of appointment to join Diya Systems (hereafter referred to as 'Company') in **ITES** as per the below terms and conditions:

Role – Technical Trainee

Date of Joining – 17-Jun-2019

Your annual total earning potential will be **INR 2,00,148/-** and will be structured as per the attached **Annexure 1- Compensation plan**. This will continue to be applicable until further communication on the same. The compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, ESIC, as applicable.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Diya Systems will be governed by the attached **Annexure 3 - Terms of Employment**. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Diya Systems is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Diya Systems, we request you to send an email to hrteam@glowtouch.com to confirm your date of joining. At the time of joining, please submit a copy of this letter, **Annexure 1 - Compensation, Annexure 2 - Declaration, Annexure 3 - Terms of Employment with your signature on each page. In addition, please provide all the documentation identified in Annexure 4.**

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer is valid for four (4) days from the date of this letter. After receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if we are unable to set an alternative date or if we do not receive a mail confirmation from you before the expiration of this period, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Tahseena, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call the **Recruiter** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you at Diya Systems and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

Shyamprasad Hebbar

Full Name: _____

Associate General Manager

Date :

Strictly Private & Confidential

ANNEXURE 1

COMPENSATION

Salary Component	
	Annual (INR)
Annual Earning Potential	INR 2,00,148/-

Salary structure and Overall CTC calculation			
Particulars	Per Month	Per Year	Remarks
Basic	5514	66163	40% of Total Gross Compensation
DA (including VDA)	2757	33082	20% of Total Gross Compensation
House rent Allowance	3308	39698	40% of Basic & DA
Advance bonus	700	8400	Fixed amount
Special Allowance	1,505	18065	Balancing figure
Total Gross Compensation (A)	13784	165408	
Employer Contribution to PF	992	11909	12% on Basic & DA
Employer Contribution to ESIC	655	7857	4.75% of Total Gross Compensation
Gratuity	398	4774	4.81% of Basic & DA
Meal Coupons	700	8400	Fixed amount
Medi Insurance	150	1800	Fixed amount
Total Non Compensation Benefits (B)	2895	34740	
Total Cost to company (A+B)	16679	200148	
Take Home salary = Total Gross Compensation - Deductions as applicable			
1. Employer contribution to the PF & ESIC : is the contribution made by the company to Provident fund office & ESI corporation on employee account which is mandatory			
2. Gratuity : Applicable as per Gratuity Act of 1972 . Eligibility starts after completion of 5 years of continuous service			
3. Medclaim insurance premium paid by employer on account of employee as per company policy			

(Note 1: For International Worker Only* As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities. *As defined by applicable law from time to time)

(Note 2: Employee state insurance deduction of 1.75% of your gross salary will happen in your monthly pay and 4.75% of your gross will be contributed by company to Employee State Insurance Corporation. You will be getting identification card from ESIC office where you can avail different medical facilities)

Strictly Private & Confidential

ANNEXURE 2

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Diya Systems, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Diya Systems or employment with Diya Systems, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Diya Systems premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Diya Systems, including any such documents or materials from my previous employer. To the extent I feel that my employment at Diya Systems would require me to bring any third party documents or materials to Diya Systems I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Diya Systems. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Diya Systems to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Full Name:

Date :

Strictly Private & Confidential

ANNEXURE 4

REQUIRED DOCUMENTATION (To be submitted on the day of joining)

- 1) Six (6) copies of your recent passport size photographs
- 2) Diya Systems offer letter (signed on all pages)
- 3) Diya Systems Terms of Employment (signed on all pages)
- 4) Relieving Letters from previous employer. If relieving letter is not available, Resignation acceptance mail with manager's name & designation (signature) certifying last working date from immediate previous employer. A copy of this mail should be submitted 1 week prior to the date of joining.
- 5) PAN card copy-3 copies
- 6) Aadhaar Card -3 Coloured Copy
- 7) Copy of highest education Graduation Degree/PG/Diploma (wherever applicable) certificates
- 8) Copy of highest education mark sheets (Last semester mandatory)
- 9) Documents in support of your age (10th/ 12th Mark sheet/Voter ID Card/Driving License etc)
- 10) Passport copy, if available

Strictly Private & Confidential

06-Jun-2019

Mangalore

Dear **Suneha**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer of appointment to join Diya Systems (hereafter referred to as 'Company') in **ITES** as per the below terms and conditions:

Role – Technical Trainee

Date of Joining – 17-Jun-2019

Your annual total earning potential will be **INR 2,00,148/-** and will be structured as per the attached **Annexure 1- Compensation plan**. This will continue to be applicable until further communication on the same. The compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, ESIC, as applicable.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Diya Systems will be governed by the attached **Annexure 3 - Terms of Employment**. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Diya Systems is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Diya Systems, we request you to send an email to hrteam@glowtouch.com to confirm your date of joining. At the time of joining, please submit a copy of this letter, **Annexure 1 - Compensation, Annexure 2 - Declaration, Annexure 3 - Terms of Employment with your signature on each page. In addition, please provide all the documentation identified in Annexure 4.**

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer is valid for four (4) days from the date of this letter. After receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if we are unable to set an alternative date or if we do not receive a mail confirmation from you before the expiration of this period, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Suneha, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call the **Recruiter** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you at Diya Systems and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

Shyamprasad Hebbar

Full Name: _____

Associate General Manager

Date :

Strictly Private & Confidential

ANNEXURE 1

COMPENSATION

Salary Component	
	Annual (INR)
Annual Earning Potential	INR 2,00,148/-

Salary structure and Overall CTC calculation			
Particulars	Per Month	Per Year	Remarks
Basic	5514	66163	40% of Total Gross Compensation
DA (including VDA)	2757	33082	20% of Total Gross Compensation
House rent Allowance	3308	39698	40% of Basic & DA
Advance bonus	700	8400	Fixed amount
Special Allowance	1,505	18065	Balancing figure
Total Gross Compensation (A)	13784	165408	
Employer Contribution to PF	992	11909	12% on Basic & DA
Employer Contribution to ESIC	655	7857	4.75% of Total Gross Compensation
Gratuity	398	4774	4.81% of Basic & DA
Meal Coupons	700	8400	Fixed amount
Medi Insurance	150	1800	Fixed amount
Total Non Compensation Benefits (B)	2895	34740	
Total Cost to company (A+B)	16679	200148	
Take Home salary = Total Gross Compensation - Deductions as applicable			
1. Employer contribution to the PF & ESIC : is the contribution made by the company to Provident fund office & ESI corporation on employee account which is mandatory			
2. Gratuity : Applicable as per Gratuity Act of 1972 . Eligibility starts after completion of 5 years of continuous service			
3. Medclaim insurance premium paid by employer on account of employee as per company policy			

(Note 1: For International Worker Only* As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities. *As defined by applicable law from time to time)

(Note 2: Employee state insurance deduction of 1.75% of your gross salary will happen in your monthly pay and 4.75% of your gross will be contributed by company to Employee State Insurance Corporation. You will be getting identification card from ESIC office where you can avail different medical facilities)

Strictly Private & Confidential

ANNEXURE 2

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Diya Systems, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Diya Systems or employment with Diya Systems, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Diya Systems premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Diya Systems, including any such documents or materials from my previous employer. To the extent I feel that my employment at Diya Systems would require me to bring any third party documents or materials to Diya Systems I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Diya Systems. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Diya Systems to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Full Name:

Date :

Strictly Private & Confidential

ANNEXURE 4

REQUIRED DOCUMENTATION (To be submitted on the day of joining)

- 1) Six (6) copies of your recent passport size photographs
- 2) Diya Systems offer letter (signed on all pages)
- 3) Diya Systems Terms of Employment (signed on all pages)
- 4) Relieving Letters from previous employer. If relieving letter is not available, Resignation acceptance mail with manager's name & designation (signature) certifying last working date from immediate previous employer. A copy of this mail should be submitted 1 week prior to the date of joining.
- 5) PAN card copy-3 copies
- 6) Aadhaar Card -3 Coloured Copy
- 7) Copy of highest education Graduation Degree/PG/Diploma (wherever applicable) certificates
- 8) Copy of highest education mark sheets (Last semester mandatory)
- 9) Documents in support of your age (10th/ 12th Mark sheet/Voter ID Card/Driving License etc)
- 10) Passport copy, if available

28th September 2018

To,

Ms. Ayshathul Thuhara,
D/o. Mr. Mohamed Sherief,
Melkar House,
Opp. Gajavadana Service Station,
Melkar, Penemangalore,
Bantwal Tq. Mangalore-574231.

Dear Ms. Ayshathul,

Sub : Appointment-Probation

We are pleased to appoint you as “**Member-Technical**” effective from **01st July 2019** subject to the following terms and conditions.

1. SALARY AND PERQUISITES

Your Total Compensation Structure per month will be INR.16,667/- as per Annexure.

The monthly / annual allowances, reimbursements, benefits and perquisites applicable to you are described in the annexure to this letter. Detailed policies / procedures/ rules and regulations governing the monthly / annual allowances, reimbursements, benefits and perquisites will be given to you after you join us.

2. CODE OF CONDUCT.

Throughout the years, iWave employees have set the standard for ethical business conduct. As part of your employment, you will be given a personal copy of our Code of Conduct. It outlines many of the details that pertain to standard of business behavior that we expect all employees to live by. It is important for you to fully understand this philosophy and the policies and procedures governing it.

3. PROBATION AND CONFIRMATION.

You will be on probation for a period of one year from the date of appointment. You will be confirmed at the end of the period of probation by a letter of confirmation, if your conduct and performance in the appointed position are found satisfactory during the period of probation. Your probation may be extended in writing, if either your conduct or performance falls short of expectations during the initial period of probation. This extension could be for another period of six months maximum. In the event your conduct or performance again falls short of expectations, your services will be terminated forthwith without further extensions of probation.

Notice period for resignation or termination is two months on either side or basic salary in lieu thereof. The Company may, at its absolute discretion, waive the notice period that is required to be given by you.

4. HEALTH EXAMINATION

You will be examined at any time by a Doctor of the Company's choice for your medical fitness to continue to work for the company and his / her opinion in this regard shall be binding on you.

5. TRANSFER

Your services can be transferred by the company in such capacity as the company may, from time to time, determine anywhere in India or abroad to any one of the parent Company's departments, subsidiaries, Joint Ventures, Associates, Sister Companies, etc. as per the needs.

Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees in the new place.

6. SEPARATION

On termination of employment and / or your resignation during the period of your probation or thereafter, you will immediately give up to the Company all tools, accessories, formulae, documents, specifications, books, etc. of whatsoever nature in your custody, care or charge and obtain clearance from the relevant person(s), office(s), department(s), on production of which alone your dues, if any, will be settled by the Company.

7. RETIREMENT

Your age of retirement from the services of the Company will be on completion of fifty eight years. However, you may be retired at any age before fifty eight years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work.

The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

8. PAST RECORD

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

9. OTHER TERMS AND CONDITIONS

Your work in the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters. In addition to the above, all such other rules and regulations as may be in operation at the Company will be applicable.

10. VALIDITY OF APPOINTMENT

This letter is valid for a period of ten days from the date of this appointment letter and shall lapse automatically unless you confirm your acceptance of it by signing the duplicate in the appropriate place and returning it to the undersigned.

We look forward to working together to build a successful business.

Thanking You,

Sincerely yours,

For **iWave Systems Technologies Pvt. Ltd.**,



Abdullah Khan M.
Director - Engineering

I, Ayshathul Thuhara agree to accept the employment on the terms and conditions mentioned in this letter and the enclosed annexure and shall join **iWave Systems Technologies Pvt. Ltd.** On 1st July 2019

Name : Ayshathul Thuhara

Date: 05-10-2018

Signature



Annexure

Break-up of Monthly remuneration

Description	Amount (Rs)
Basic Salary	4167/-
H R A	1667/-
Conveyance Allowances	1600/-
Special Allowances*	8533/-
Employer's contribution to PF	500/-
Gratuity	200/-
Total Compensation Structure	16667/-

*All reimbursements in the nature of medical reimbursements, Leave Travel Allowance, Interest Subsidy, Medical Insurance and any other benefit from the Company not specifically mentioned above will be adjusted against special allowance.

Annexure-B

Effective Experience	Nil
-----------------------------	------------



HRD/3T/19-20/13085013

Ms. Nuzha Anam M S
Candidate ID: 13085013
#14/513, Chamundeshwari Nagara,
Madikeri
Kodagu - 571201
Karnataka
India
Ph: (91) 63611 23305

September 6, 2019

Dear Nuzha,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Digitally signed by RICHARD LOBO
Date: 2019.09.06 11:38:09 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/19-20/13085013

September 6, 2019

Ms. Nuzha Anam M S
Candidate ID: 13085013
#14/513, Chamundeshwari Nagara,
Madikeri
Kodagu - 571201
Karnataka
India
Ph: (91) 63611 23305

Dear Nuzha,

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 **December 30, 2019**.

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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 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 **2019 - 20** 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 months' 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 **2018 -2019**. 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.

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Date: _____, 20____

Sign your name

Print your name Location

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

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Nuzha Anam M S
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)	12,000 (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. Nuzha Anam M S
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 (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an 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)	12,000 (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				





FW: UNISOFT JOINING FORMALITIES



Inbox



asha.pr@unisofti... 7/5/2019

to me, rumabasu, geeth... ▾



Hi Shruthi.,

Greeting for Unisoft Global Services!!!

As Per our Telephonic conversation I am confirming the details of joining formalities of UniSoft Global Services Pvt Ltd.

1) You are under 3 years of the bond.

2) Designation : "**Apprentice**" , until 8th semester result announcement . once you submit your 8th semester original/ copy to us . it will be "**Technical Consultant**".

3) You have to submit all the original documents at the time of joining (Certificates from 10th onwards)for Security purpose only.



HRD/3T/19-20/13084820

Ms. Suhana Banu
Candidate ID: 13084820
Hafil Manzil, Madani Nagara,
Kuthar
Mangalore - 575017
Karnataka
India
Ph: (91) 82961 53838

July 30, 2019

Dear Suhana,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Digitally signed by RICHARD LOBO
Date: 2019.07.30 16:02:52 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/19-20/13084820

July 30, 2019

Ms. Suhana Banu
Candidate ID: 13084820
Hafil Manzil, Madani Nagara,
Kuthar
Mangalore - 575017
Karnataka
India
Ph: (91) 82961 53838

Dear Suhana,

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 **March 9, 2020**.

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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 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 **2019 - 20** 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 months' 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 **2018 -2019**. 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.

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Date: _____, 20____

Sign your name

Print your name Location

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

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Suhana Banu
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)	12,000 (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. Suhana Banu
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 (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an 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)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				





HRD/3T/19-20/13085012

Ms. Befathumma
Candidate ID: 13085012
Rabeeh Cottage, Lalbagh,
Paivalike
Uppala - 671348
Kerala
India
Ph: (91) 97448 85711

September 6, 2019

Dear Befathumma,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Digitally signed by RICHARD LOBO
Date: 2019.09.06 11:38:07 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/19-20/13085012

September 6, 2019

Ms. Befathumma
Candidate ID: 13085012
Rabeeh Cottage, Lalbagh,
Paivalike
Uppala - 671348
Kerala
India
Ph: (91) 97448 85711

Dear Befathumma,

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 **February 10, 2020**.

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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 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 **2019 - 20** 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 months' 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 **2018 -2019**. 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.

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Date: _____, 20____

Sign your name

_____ _____
Print your name Location

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

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Befathumma
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)	12,000 (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. Befathumma
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 (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an 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)	12,000 (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				



SLK Software Services Pvt. Ltd.,

SLK Green Park, SEZ UNIT II, 4th, 5th, 6th & 7th Floor, Tower-A,
Amin Properties LLP SEZ, Sy No.19, 20, 20/1,
Pujanahalli Village, Devanahalli Taluk,
Bangalore Rural - 562 110, India.
T +91 80 4180 5721 / 6690 4721, F +91 80 4050 1921



Date: 8th SEPTEMBER, 2018

Private and Confidential

Dear NEFEEBATH LASEEDHA

Congratulations!! We are delighted to welcome you to SLK family. We wish you all the very best and a rewarding career with us.

We are pleased to offer you employment with SLK, details of grade and compensation is detailed below

- Position : Trainee-Software
- Annual compensation (CTC): Rs.2, 82, 500/- (Rupees Two Lakh Eighty Two Thousand Five Hundred Only) per annum.

The Offer of employment will be subject to you meeting the following conditions prior to your date of joining, namely:

- Successful completion of your Bachelor's Degree in Engineering with 60% aggregate score with no carry overs
- Successful verification by SLK of your identity, address and educational credentials
- You undergoing mandatory medical tests (details of medical test and medical laboratory will be mailed to you along with joining date confirmation letter) and being declared fit for employment
- Upon you signing a service agreement to serve the company for a period of 2 years from the date of joining

You will be governed by the terms and conditions of SLK's standard employment policy in force as on the date you join SLK.

Your date of joining with SLK will be communicated through an email at a later date.

Yours sincerely,

Uthappa M Kuppanda

Associate Vice President - HRM

The contact details of campus SPOC and the list of documents required at the time of joining SLK Software is detailed in Annexure 1.

I agree and accept the above terms and conditions of the offer

Signature: _____

Date: 08/09/18

Candidate Name

Regd. Office: SLK Software Services Pvt. Ltd, "SLK1", 40/A, KHB Industrial Area, Yelahanka New Town,
Bengaluru -560 064, India. T+91 - 80 4180 5721 / F +91 80 4050 1921



SCS/HR/70/2018

Personal and confidential

8th October 2018

Specbee Consulting Services Private Limited

2nd Floor, Pixel Park, A Block, PES South Campus,
Electronic City, Bengaluru, Karnataka 560100
<http://www.specbee.com>

Mohamed Farhaz

Mr. Mohammed Farhaz J A Safas, Arikady ,
P.O Kumbala , Kasaragod ,India - 671321

Sub: Offer of employment as Junior Software Developer

Dear Mr. Farhaz,

Further to interview and discussion you had with us, we are happy to offer you the job role of **Junior Software Developer** with Specbee, India. We feel that your skills and background will be valuable assets to our team.

Your base location of work will be **Bangalore**. You will be entitled to a compensation of Rs. **3,00,000 /- per annum**, the breakup of the salary will be advised to you upon joining.

Your employment with Specbee will commence on or before your date of joining. Date of joining would be finalized based on the final semester schedule. On your joining date we will issue the appointment letter. You will be on a training of 6 months. After successful completion of the training and review thereof, your services will be confirmed.

If you choose to accept this job offer, please sign, scan and send the soft copy of this letter within 5 days of offer letter date of issue. Please let me know if you have any questions at **hr@specbee.com**

We look forward to welcoming you as a new employee at Specbee.

For **Specbee Consulting Services Private Limited**

Elora Dash
Manager, Human Resources

Employee Signature



SCS/HR/76/2018

Personal and confidential

23rd November 2018

Specbee Consulting Services Private Limited
2nd Floor, Pixel Park, A Block, PES South Campus,
Electronic City, Bengaluru, Karnataka 560100
<http://www.specbee.com>

Khalid Akram
12-2-823/a/31/5 ,Basera Apartments
Opposite to St Anne's College, Mehdiapatnam,
Hyderabad, Telangana, India-500021

Sub: Offer of employment as Junior Software Developer

Dear Mr. Khalid Akram,

Further to interview and discussion you had with us, we are happy to offer you the job role of **Junior Software Developer** with Specbee, India. We feel that your skills and background will be valuable assets to our team.

Your base location of work will be **Bangalore**. You will be entitled to a compensation of Rs. **3,00,000 /- per annum**, the breakup of the salary will be advised to you upon joining.

Your employment with Specbee will commence on or before your date of joining. Date of joining would be finalized based on the final semester schedule. On your joining date we will issue the appointment letter. You will be on a training of 6 months. After successful completion of the training and review thereof, your services will be confirmed.

If you choose to accept this job offer, please sign, scan and send the soft copy of this letter within 5 days of offer letter date of issue. Please let me know if you have any questions at hr@specbee.com

We look forward to welcoming you as a new employee at Specbee.

For Specbee Consulting Services Private Limited

Elora Dash
Manager, Human Resources



Employee Signature

[24]7

Dear Aysha Suha

Sub: **Conditional Offer of Employment**

Congratulations!

You have been shortlisted to join 24/7 Customer Private limited, a company that has been rated amongst the "Top 5 best performing Contact Centers in the World" consistently for 3 years in a row.

We are pleased to offer you the position of "Digital Interaction Advisor" in 24/7 Customer. The following are the terms of employment with 24/7 Customer.

1. Your initial annual Cost to Company will be 186612. This will be applicable after your training period.
2. You will be required to work in shifts, with rotating weekly offs.
3. We shall provide you a separate Letter of Appointment on the date of your joining.
4. You will report for the joining and orientation at our office as per the communication received from the HR team.
5. Upon joining, you will be provided with Foundation Level Education ("FLE") and Product Level Education ("PLE"). Once you successfully complete your FLE, the Company will pay your monthly compensation retrospectively from the date of joining the Company. It is hereby clarified that your entitlement of your monthly compensation (retrospectively from the date you joined the Company) would depend on the outcome of your FLE results.
6. During the training period you will be entitled only two weekly offs. However, in case you require leave during training period on account of any medical emergency, you may request your trainer who shall consider such requests on a case to case basis.
7. In the event of permitted absence exceeding two continuous days, you will be required to restart the training program with the next batch. Please note in such a case your employment will commence from the date you start training in the next batch and your stipend/salary eligibility if qualified will commence accordingly.
8. You are requested to bring along the documents listed below WITHOUT FAIL on your day of joining 15-Jul-19 for the purpose of submission/verification:
 - Five passport size color photographs (important)
 - Date of Birth proof certificate (Original and Photocopy)
 - Aadhaar Card (Original and Photocopy)
 - Graduation mark sheets till last semester including final semester admit card (Original and photocopy)
 - High school and secondary school pass out mark sheets/certificates (Original and Photocopy)
 - Previous Employment details if any (Service Certificate/ Relieving Letter if applicable in original)
 - Last drawn Pay slip (If applicable in original)
 - Passport No. / Driver's license No. / Bank Account No. (Original and Photocopy)


NOTE: ORIGINAL DOCUMENTS WILL BE RETURNED TO THE EMPLOYEE IMMEDIATELY AFTER BEING VERIFIED AGAINST THE COPIES WHICH SHALL BE ATTESTED.

If you have any queries pertaining to this offer letter please call us at +91 9972927247.

Please sign this Offer in the place allotted for the same as your acknowledgement to join the company on the communicated date failing which this offer will automatically expire and deemed to have been withdrawn.

Once again wishing you the very best and looking forward to your successful career at 24/7 Customer.

With Best Wishes


Submita Malib
Vice President HR


I accept your offer
Signature of the candidate

[24]

Dear Ziyau Mohammed

Sub: **Conditional Offer of Employment**

Congratulations!

You have been shortlisted to join 24/7 Customer Private limited, a company that has been rated amongst the "Top 5 best performing Contact Centers in the World" consistently for 3 years in a row.

We are pleased to offer you the position of "Digital Interaction Advisor" in 24/7 Customer. The following are the terms of employment with 24/7 Customer.

1. Your initial annual Cost to Company will be 186612. This will be applicable after your training period.
2. You will be required to work in shifts, with rotating weekly offs.
3. We shall provide you a separate Letter of Appointment on the date of your joining.
4. You will report for the joining and orientation at our office as per the communication received from the HR team.
5. Upon joining, you will be provided with Foundation Level Education ("FLE") and Product Level Education ("PLE"). Once you successfully complete your FLE, the Company will pay your monthly compensation retrospectively from the date of joining the Company. It is hereby clarified that your entitlement of your monthly compensation (retrospectively from the date you joined the Company) would depend on the outcome of your FLE results.
6. During the training period you will be entitled only two weekly offs. However, in case you require leave during training period on account of any medical emergency, you may request your trainer who shall consider such requests on a case to case basis.
7. In the event of permitted absence exceeding two continuous days, you will be required to restart the training program with the next batch. Please note in such a case your employment will commence from the date you start training in the next batch and your stipend/salary eligibility if qualified will commence accordingly.
8. You are requested to bring along the documents listed below WITHOUT FAIL on your day of joining 15-Jul-19 for the purpose of submission/verification:
 - Five passport size color photographs (important)
 - Date of Birth proof certificate (Original and Photocopy)
 - Aadhaar Card (Original and Photocopy)
 - Graduation mark sheets till last semester including final semester admit card (Original and photocopy)
 - High school and secondary school pass out mark sheets/certificates (Original and Photocopy)
 - Previous Employment details if any (Service Certificate/ Relieving Letter if applicable in original)
 - Last drawn Pay slip (if applicable in original)
 - Passport No. / Driver's license No. / Bank Account No. (Original and Photocopy)


NOTE: ORIGINAL DOCUMENTS WILL BE RETURNED TO THE EMPLOYEE IMMEDIATELY AFTER BEING VERIFIED AGAINST THE COPIES WHICH SHALL BE ATTESTED.

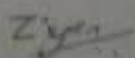
If you have any queries pertaining to this offer letter please call us at +91 9972927247.

Please sign this Offer in the place allotted for the same as your acknowledgement to join the company on the communicated date failing which this offer will automatically expire and deemed to have been withdrawn.

Once again wishing you the very best and looking forward to your successful career at 24/7 Customer.

With Best Wishes,


Susmita Malik
Vice President HR


I accept your offer
Signature of the candidate

Dear Ms. YASEERA

Congratulations!

We are happy to invite you to be a member of 'Diya' family,

You have been selected. Your date of joining would be: **TBD**

At the outset, we would like to congratulate you for having fared so well in the interview process and for having made a definite impression in the minds of those who have interacted with you during the interviews. We are sure that going forward, this impression will grow stronger.

Your cooperation is appreciated for further documentation process to be submitted on your date of joining.

- Aadhar card- 3 Copies Signed (*Colored photocopies*)
- All educational qualification certificates (Originals for verification/ Photocopy 1 set)
- Pan Card- 3 Copies Signed
- Passport- 3 Copies Signed
- 2 Documents for Address Proof-(Driving License, Voters ID card etc- any 2)- 3 copies each
- Passport size photo- 5

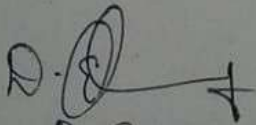
We expect you to set an example of diligence, dedication and commitment and contribute your best efforts in making 'Diya', a leading organization.

You have been requested to be in our office by 9:30AM on your joining date.

Please feel free to email us to samriddhi.n@glowtouch.com or laxmisha.b@glowtouch.com for any further information/clarifications you may need.

Thanks & Regards,

For,



D. EBINAZOR RASA
09/04/2019.

Shrinivas Bhat

Senior Manager-Human Resources

Strictly Private & Confidential

18 June 2019

Mangalore

Dear **Harshana TZ**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer of appointment to join Diya Systems (hereafter referred to as 'Company') in **EIG CCO** as per the below terms and conditions:

Role – Technical Trainee

Date of Joining – 19 June 2019

Your annual total earning potential will be **INR 2,00,148.00** /- and will be structured as per the attached **Annexure 1 - Compensation plan**. This will continue to be applicable until further communication on the same. The compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, ESIC, as applicable.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Diya Systems will be governed by the attached **Annexure 3 - Terms of Employment**. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Diya Systems is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Diya Systems, we request you to send an email to hrteam@glowtouch.com to confirm your date of joining. At the time of joining, please submit a copy of this letter, **Annexure 1 - Compensation, Annexure 2 - Declaration, Annexure 3 - Terms of Employment with your signature on each page. In addition, please provide all the documentation identified in Annexure 4.**

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer is valid for four (4) days from the date of this letter. After receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if we are unable to set an alternative date or if we do not receive a mail confirmation from you before the expiration of this period, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Harshana TZ, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call the **RECRUITER** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you at Diya Systems and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

Shyamprasad Hebbar

Full Name: **Harshana TZ**

Associate General Manager

Date : **18 June 2019**

Strictly Private & Confidential

ANNEXURE 1

COMPENSATION

Salary Component	
	Annual (INR)
Annual Earning Potential	INR 2,00,148.00 /- (please mention the total cash component amount as provided below)

SALARY ANNEXURE

Fixed Salary - A			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Basic	Fixed	5514.00	66163.00
DA	Fixed	2757.00	33082.00
HRA	Fixed	3308.00	39698.00
Advance Bonus	Fixed	700.00	8400.00
Special Allowance	Fixed	1505.00	18065.00
Total Fixed Salary - A		13784.00	165408.00
Other Benefit - B			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Gratuity.	Variable	398.00	4774.00
Provident Fund	Variable	992.00	11909.00
Employee State Insurance	Variable	655.00	7857.00
Total Other Benefit - B		2045.00	24540.00
Additional Benefit - C			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Meal Coupons	Variable	700.00	8400.00
Medi Insurance	Variable	150.00	1800.00
Total Additional Benefit - C		850.00	10200.00
Total Gross Yearly CTC (A + B)		15829.00	189948.00
Total Gross Yearly CTC [(A + B) + C]		16679.00	200148.00

Strictly Private & Confidential

- 1. Employer contribution to the PF & ESIC : is the contribution made by the company to Provident fund office & ESI corporation on employee account which is mandatory**
- 2. Gratuity : Applicable as per Gratuity Act of 1972 . Eligibility starts after completion of 5 years of continuous service**
- 3. Mediclaim insurance premium paid by employer on account of employee as per company policy**

(Note 1: For International Worker Only* As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities. *As defined by applicable law from time to time)

(Note 2: Employee state insurance deduction of 1.75% of your gross salary will happen in your monthly pay and 4.75% of your gross will be contributed by company to Employee State Insurance Corporation. You will be getting identification card from ESIC office where you can avail different medical facilities)

ANNEXURE 2

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Diya Systems, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Diya Systems or employment with Diya Systems, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Diya Systems premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Diya Systems, including any such documents or materials from my previous employer. To the extent I feel that my employment at Diya Systems would require me to bring any third party documents or materials to Diya Systems I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Diya Systems. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Diya Systems to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Full Name: **Harshana TZ**

Date : **18 June 2019**

Strictly Private & Confidential

ANNEXURE 4

REQUIRED DOCUMENTATION (To be submitted on the day of joining)

- 1) Six (6) copies of your recent passport size photographs
- 2) Diya Systems offer letter (signed on all pages)
- 3) Diya Systems Terms of Employment (signed on all pages)
- 4) Relieving Letters from previous employer. If relieving letter is not available, Resignation acceptance mail with manager's name & designation (signature) certifying last working date from immediate previous employer. A copy of this mail should be submitted 1 week prior to the date of joining.
- 5) PAN card copy-3 copies
- 6) Aadhaar Card -3 Coloured Copy
- 7) Copy of highest education Graduation Degree/PG/Diploma (wherever applicable) certificates
- 8) Copy of highest education mark sheets (Last semester mandatory)
- 9) Documents in support of your age (10th/ 12th Mark sheet/Voter ID Card/Driving License etc)
- 10) Passport copy, if available

Strictly Private & Confidential

20 June 2019

Mangalore

Dear **Mariyamma Shahana** ,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer of appointment to join Diya Systems (hereafter referred to as 'Company') in **EIG CCO** as per the below terms and conditions:

Role – Technical Trainee

Date of Joining – 24 June 2019

Your annual total earning potential will be **INR 2,00,148.00** /- and will be structured as per the attached **Annexure 1 - Compensation plan**. This will continue to be applicable until further communication on the same. The compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, ESIC, as applicable.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Diya Systems will be governed by the attached **Annexure 3 - Terms of Employment**. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Diya Systems is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Diya Systems, we request you to send an email to hrteam@glowtouch.com to confirm your date of joining. At the time of joining, please submit a copy of this letter, **Annexure 1 - Compensation, Annexure 2 - Declaration, Annexure 3 - Terms of Employment with your signature on each page. In addition, please provide all the documentation identified in Annexure 4.**

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer is valid for four (4) days from the date of this letter. After receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if we are unable to set an alternative date or if we do not receive a mail confirmation from you before the expiration of this period, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Mariyamma Shahana , we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call the **RECRUITER** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you at Diya Systems and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

Shyamprasad Hebbar

Full Name: **Mariyamma Shahana**

Associate General Manager

Date : **20 June 2019**

Strictly Private & Confidential

ANNEXURE 1

COMPENSATION

Salary Component	
	Annual (INR)
Annual Earning Potential	INR 2,00,148.00 /- (please mention the total cash component amount as provided below)

SALARY ANNEXURE

Fixed Salary - A			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Basic	Fixed	5514.00	66163.00
DA	Fixed	2757.00	33082.00
HRA	Fixed	3308.00	39698.00
Advance Bonus	Fixed	700.00	8400.00
Special Allowance	Fixed	1505.00	18065.00
Total Fixed Salary - A		13784.00	165408.00
Other Benefit - B			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Gratuity.	Variable	398.00	4774.00
Provident Fund	Variable	992.00	11909.00
Employee State Insurance	Variable	655.00	7857.00
Total Other Benefit - B		2045.00	24540.00
Additional Benefit - C			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Meal Coupons	Variable	700.00	8400.00
Medi Insurance	Variable	150.00	1800.00
Total Additional Benefit - C		850.00	10200.00
Total Gross Yearly CTC (A + B)		15829.00	189948.00
Total Gross Yearly CTC [(A + B) + C]		16679.00	200148.00

Strictly Private & Confidential

- 1. Employer contribution to the PF & ESIC : is the contribution made by the company to Provident fund office & ESI corporation on employee account which is mandatory**
- 2. Gratuity : Applicable as per Gratuity Act of 1972 . Eligibility starts after completion of 5 years of continuous service**
- 3. Medclaim insurance premium paid by employer on account of employee as per company policy**

(Note 1: For International Worker Only* As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities. *As defined by applicable law from time to time)

(Note 2: Employee state insurance deduction of 1.75% of your gross salary will happen in your monthly pay and 4.75% of your gross will be contributed by company to Employee State Insurance Corporation. You will be getting identification card from ESIC office where you can avail different medical facilities)

ANNEXURE 2

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Diya Systems, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Diya Systems or employment with Diya Systems, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Diya Systems premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Diya Systems, including any such documents or materials from my previous employer. To the extent I feel that my employment at Diya Systems would require me to bring any third party documents or materials to Diya Systems I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Diya Systems. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Diya Systems to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Full Name: **Mariyamma Shahana**

Date : **20 June 2019**

Strictly Private & Confidential

ANNEXURE 4

REQUIRED DOCUMENTATION (To be submitted on the day of joining)

- 1) Six (6) copies of your recent passport size photographs
- 2) Diya Systems offer letter (signed on all pages)
- 3) Diya Systems Terms of Employment (signed on all pages)
- 4) Relieving Letters from previous employer. If relieving letter is not available, Resignation acceptance mail with manager's name & designation (signature) certifying last working date from immediate previous employer. A copy of this mail should be submitted 1 week prior to the date of joining.
- 5) PAN card copy-3 copies
- 6) Aadhaar Card -3 Coloured Copy
- 7) Copy of highest education Graduation Degree/PG/Diploma (wherever applicable) certificates
- 8) Copy of highest education mark sheets (Last semester mandatory)
- 9) Documents in support of your age (10th/ 12th Mark sheet/Voter ID Card/Driving License etc)
- 10) Passport copy, if available

Strictly Private & Confidential

29 July 2019

Mangalore

Dear **Kadeejath Dilnaz**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer of appointment to join Diya Systems (hereafter referred to as 'Company') in **EIG CCO** as per the below terms and conditions:

Role – Technical Trainee

Date of Joining – 05 August 2019

Your annual total earning potential will be **INR 2,22,205.00 /-** and will be structured as per the attached **Annexure 1 - Compensation plan**. This will continue to be applicable until further communication on the same. The compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, ESIC, as applicable.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Diya Systems will be governed by the attached **Annexure 3 - Terms of Employment**. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Diya Systems is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Diya Systems, we request you to send an email to hrteam@glowtouch.com to confirm your date of joining. At the time of joining, please submit a copy of this letter, **Annexure 1 - Compensation, Annexure 2 - Declaration, Annexure 3 - Terms of Employment with your signature on each page. In addition, please provide all the documentation identified in Annexure 4.**

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer is valid for four (4) days from the date of this letter. After receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if we are unable to set an alternative date or if we do not receive a mail confirmation from you before the expiration of this period, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Kadeejath Dilnaz, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call the **RECRUITER** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you at Diya Systems and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

Shyamprasad Hebbar

Full Name: **Kadeejath Dilnaz**

Senior Vice President – Corporate Services

Date : **29 July 2019**

Strictly Private & Confidential

ANNEXURE 1

COMPENSATION

Salary Component	
	Annual (INR)
Annual Earning Potential	INR 2,22,205.00 /- (please mention the total cash component amount as provided below)

SALARY ANNEXURE

Fixed Salary - A			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Basic	Fixed	6200.00	74400.00
DA	Fixed	3100.00	37200.00
HRA	Fixed	3720.00	44640.00
Advance Bonus	Fixed	700.00	8400.00
Special Allowance	Fixed	1780.00	21360.00
Total Fixed Salary - A		15500.00	186000.00
Other Benefit - B			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Gratuity.	Variable	447.00	5368.00
Provident Fund	Variable	1116.00	13392.00
Employee State Insurance	Variable	504.00	6045.00
Total Other Benefit - B		2067.00	24805.00
Additional Benefit - C			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Meal Coupons	Variable	700.00	8400.00
Medi Insurance	Variable	250.00	3000.00
Total Additional Benefit - C		950.00	11400.00
Total Gross Yearly CTC (A + B)		17567.00	210805.00
Total Gross Yearly CTC [(A + B) + C]		18517.00	222205.00

Strictly Private & Confidential

- 1. Employer contribution to the PF & ESIC : is the contribution made by the company to Provident fund office & ESI corporation on employee account which is mandatory**
- 2. Gratuity : Applicable as per Gratuity Act of 1972 . Eligibility starts after completion of 5 years of continuous service**
- 3. Mediclaim insurance premium paid by employer on account of employee as per company policy**

(Note 1: For International Worker Only* As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities. *As defined by applicable law from time to time)

(Note 2: Employee state insurance deduction of 0.75% of your gross salary will happen in your monthly pay and 3.75% of your gross will be contributed by company to Employee State Insurance Corporation. You will be getting identification card from ESIC office where you can avail different medical facilities)

ANNEXURE 2

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Diya Systems, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Diya Systems or employment with Diya Systems, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Diya Systems premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Diya Systems, including any such documents or materials from my previous employer. To the extent I feel that my employment at Diya Systems would require me to bring any third party documents or materials to Diya Systems I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Diya Systems. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Diya Systems to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Full Name: **Kadeejath Dilnaz**

Date : **29 July 2019**

Strictly Private & Confidential

ANNEXURE 4

REQUIRED DOCUMENTATION (To be submitted on the day of joining)

- 1) Six (6) copies of your recent passport size photographs
- 2) Diya Systems offer letter (signed on all pages)
- 3) Diya Systems Terms of Employment (signed on all pages)
- 4) Relieving Letters from previous employer. If relieving letter is not available, Resignation acceptance mail with manager's name & designation (signature) certifying last working date from immediate previous employer. A copy of this mail should be submitted 1 week prior to the date of joining.
- 5) PAN card copy-3 copies
- 6) Aadhaar Card -3 Coloured Copy
- 7) Copy of highest education Graduation Degree/PG/Diploma (wherever applicable) certificates
- 8) Copy of highest education mark sheets (Last semester mandatory)
- 9) Documents in support of your age (10th/ 12th Mark sheet/Voter ID Card/Driving License etc)
- 10) Passport copy, if available

Strictly Private & Confidential

29 July 2019

Mangalore

Dear **Nafeesath Afeefa KM**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer of appointment to join Diya Systems (hereafter referred to as 'Company') in **EIG CCO** as per the below terms and conditions:

Role – Technical Trainee

Date of Joining – 05 August 2019

Your annual total earning potential will be **INR 2,22,205.00 /-** and will be structured as per the attached **Annexure 1 - Compensation plan**. This will continue to be applicable until further communication on the same. The compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, ESIC, as applicable.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Diya Systems will be governed by the attached **Annexure 3 - Terms of Employment**. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Diya Systems is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Diya Systems, we request you to send an email to hrteam@glowtouch.com to confirm your date of joining. At the time of joining, please submit a copy of this letter, **Annexure 1 - Compensation, Annexure 2 - Declaration, Annexure 3 - Terms of Employment with your signature on each page. In addition, please provide all the documentation identified in Annexure 4.**

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer is valid for four (4) days from the date of this letter. After receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if we are unable to set an alternative date or if we do not receive a mail confirmation from you before the expiration of this period, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Nafeesath Afeefa KM, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call the **RECRUITER** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you at Diya Systems and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

Shyamprasad Hebbar

Full Name: **Nafeesath Afeefa KM**

Senior Vice President – Corporate Services

Date : **29 July 2019**

Strictly Private & Confidential

ANNEXURE 1

COMPENSATION

Salary Component	
	Annual (INR)
Annual Earning Potential	INR 2,22,205.00 /- (please mention the total cash component amount as provided below)

SALARY ANNEXURE

Fixed Salary - A			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Basic	Fixed	6200.00	74400.00
DA	Fixed	3100.00	37200.00
HRA	Fixed	3720.00	44640.00
Advance Bonus	Fixed	700.00	8400.00
Special Allowance	Fixed	1780.00	21360.00
Total Fixed Salary - A		15500.00	186000.00
Other Benefit - B			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Gratuity.	Variable	447.00	5368.00
Provident Fund	Variable	1116.00	13392.00
Employee State Insurance	Variable	504.00	6045.00
Total Other Benefit - B		2067.00	24805.00
Additional Benefit - C			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Meal Coupons	Variable	700.00	8400.00
Medi Insurance	Variable	250.00	3000.00
Total Additional Benefit - C		950.00	11400.00
Total Gross Yearly CTC (A + B)		17567.00	210805.00
Total Gross Yearly CTC [(A + B) + C]		18517.00	222205.00

Strictly Private & Confidential

- 1. Employer contribution to the PF & ESIC : is the contribution made by the company to Provident fund office & ESI corporation on employee account which is mandatory**
- 2. Gratuity : Applicable as per Gratuity Act of 1972 . Eligibility starts after completion of 5 years of continuous service**
- 3. Mediclaim insurance premium paid by employer on account of employee as per company policy**

(Note 1: For International Worker Only* As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities. *As defined by applicable law from time to time)

(Note 2: Employee state insurance deduction of 0.75% of your gross salary will happen in your monthly pay and 3.75% of your gross will be contributed by company to Employee State Insurance Corporation. You will be getting identification card from ESIC office where you can avail different medical facilities)

ANNEXURE 2

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Diya Systems, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Diya Systems or employment with Diya Systems, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Diya Systems premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Diya Systems, including any such documents or materials from my previous employer. To the extent I feel that my employment at Diya Systems would require me to bring any third party documents or materials to Diya Systems I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Diya Systems. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Diya Systems to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Full Name: **Nafeesath Afeefa KM**

Date : **29 July 2019**

Strictly Private & Confidential

ANNEXURE 4

REQUIRED DOCUMENTATION (To be submitted on the day of joining)

- 1) Six (6) copies of your recent passport size photographs
- 2) Diya Systems offer letter (signed on all pages)
- 3) Diya Systems Terms of Employment (signed on all pages)
- 4) Relieving Letters from previous employer. If relieving letter is not available, Resignation acceptance mail with manager's name & designation (signature) certifying last working date from immediate previous employer. A copy of this mail should be submitted 1 week prior to the date of joining.
- 5) PAN card copy-3 copies
- 6) Aadhaar Card -3 Coloured Copy
- 7) Copy of highest education Graduation Degree/PG/Diploma (wherever applicable) certificates
- 8) Copy of highest education mark sheets (Last semester mandatory)
- 9) Documents in support of your age (10th/ 12th Mark sheet/Voter ID Card/Driving License etc)
- 10) Passport copy, if available

SLK Software Pvt. Ltd.,

"SLK Green Park", SEZ UNIT – II, 4th, 5th, 6th & 7th Floor, Tower A,

Amin Properties LLP SEZ, Sy No 19, 20, 20/1,

Pujanahalli Village, Devanahalli Taluk, Bangalore Rural - 562 110, Karnataka (India),

Tel: +91 80 4180 5721/ 6690 4721, +91 80 4050 1921.



SLK166339

Date:12/01/2021

Mr./Ms. Kadheejath Azmeena O P
Pady house, odiyoor post, bantwal, DK
Mangalore - 574279

Private and Confidential

We are delighted to welcome YOU to an organization with the Freedom to Succeed. You will be an integral part of a high energy & dynamic work environment. We believe in deep & enduring relationships and welcome you to excel, learn, grow and build an enriching & rewarding career with us. The following points outline the offer details.

- 1. Training & Probation:** You will be on training & probation for initial period of **12** months from the date of joining.
- 2. Offer Details:** We are pleased to offer you the position of **"Trainee - Software"**, Grade **T1**. Your total Cost to Company(CTC) inclusive of all benefits is **INR 320,000.00/- (Rupees Three Lakh Twenty Thousand Only)**per annum. This is subject to deduction of tax at source, in accordance with the prevailing IT laws. Your compensation details are detailed in Annexure 1.
- 3. Training Agreement:** You are required to sign an agreement to serve the company for a minimum period of **2** years from the date of joining.
- 4. Offer Validity:** This offer is valid till **12/03/2021**. Kindly ensure that you confirm your acceptance of the offer in writing, on or before **12/02/2021**. The offer stands null and void thereafter, unless the offer acceptance date is extended and communicated to you in writing. This offer supersedes all prior communication, written and oral.
- 5. Offer Conditions:** This offer and your subsequent employment is subject to your successful completion of Background check as detailed in the attached Terms and Conditions document.
- 6. Date of Joining:** Your tentative date of joining is **12/03/2021**.
- 7. Location:** Your work location will be **Bangalore, India**.
Please refer to the enclosed document on "Terms & Conditions of Employment", applicable upon your employment. Please Sign and handover the copy along with this offer letter. We wish you a long & successful tenure with us and looking forward to working with you.

Best regards,

A handwritten signature in black ink that reads "Dhirendra Nath".

Dhirendra Nath (SVP - HRM)

Date:12/01/2021

Kadheejath Azmeena O P

Date:12/01/2021

Regd. Office: SLK Software Pvt. Ltd. "SLK1", No.40/A, KHB Industrial Area, Yelahanka New Town,
Bengaluru – 560 064, India. Tel: +91 80 4180 5721/ +91 80 4050 1721 / +91 80 6690 4721

www.slkgroup.com

CIN: U72200KA2000PTC027503

contact@slkgroup.com



SLK166339

COMPENSATION AT A GLANCE

Private and Confidential

Name:Kadheejath Azmeena O P

Designation:Trainee - Software

Place:Bangalore, India.

Date:12/01/2021

Salary Break-Up	
A. Components	Amount in INR
Basic	180,000.00
House Rent Allowance	72,000.00
Ad hoc Allowance	1,320.00
ST Bonus	32,760.00
Flexi Benefit Plan (FBP)*	3,670.00
B. Retirals & Benefits	
Company contribution to Provident Fund	21,600.00
Company contribution to Gratuity Fund	8,650.00
ESI Employer Contribution	0.00
Total	320,000.00

Medical Insurance, ESI and Group Personal Accidental Insurance coverage will be as per the company policy.



SLK166339

Note: The terms and conditions of employment, including those mentioned above, are subjected to and will be governed by the policies, rules and regulations as applicable from time to time.

Sincerely,

A handwritten signature in black ink that reads "Dhirendra Nath".

Dhirendra Nath (SVP- HRM)

Date:12/01/2021

I accept the offer as outlined above.

Kadheejath Azmeena O P

Date:12/01/2021



SLK166339

ANNEXURE 1

Total Rewards and Benefits

SLK continuously strives to provide best in-class benefits to you.

Apart from your salary, you are also entitled to numerous monetary and non-monetary benefits. Some of the more significant ones are listed below for your quick reference.

1. Benefits under CTC:

- **Flexible Benefit Plan (FBP):** gives you a flexibility to design your salary structure to make it tax friendly. Within the FBP amount you can claim against various specified expenses. ESC Medclaim & GPA Insurance is part of FBP.
- **Group Medi-claim Insurance:** It provides pre-defined insurance coverage to you and your dependents against (only spouse and children) expenses related to hospitalization due to illness, disease or injury. The premium of this policy is part of your CTC.
- **Executive Health Checkup:** SLK has tied up with reputed hospitals for periodic employee health checkups. You can avail the Executive Health Checkup Benefits once in 2 years.

2. Holidays, Paid Leave & Encashment:

SLK strives to create and maintain a balanced work schedule for you through our distinct leave and holiday programs.

- **National and Festival holidays:** 11 days every calendar year.
- **Paid Leaves (PL):** 24 days per annum. You get 2 days of PLs per month, every year.
- **PL encashment:** Un-availed PLs over and above 48 days shall be encashed at the end of the financial year.
- **Maternity Leave:** Female employees can take 26 weeks of paid leaves and an extension of up to one month in cases of continued sickness, as per Maternity Benefits Act. Additionally, an extension up to 6 months is permissible, as a combination of PL, work from home, part time work or leave without pay, subject to approval.
- **Miscarriage Leave:** In case of miscarriage, female employees are eligible for 6 weeks of miscarriage leave.
- **Paternity leave:** New fathers are entitled to 5 days of paid paternity leave for the first two children.
- **Adoption Leave:** If you are adopting a child, you are eligible for 12 weeks of paid adoption leave.
- **Sabbatical leave:** Employees have an option to avail 3-12 months of leave on loss of pay as per the Sabbatical leave policy.



SLK166339

3. Other Benefits:

- **Shift Allowance:** It is applicable to employees who work in shifts, other than the general shift.
- **Salary Advance Policy:** You can avail a salary advance in case of medical emergencies or marriage.
- **Sponsorship on Certifications:** You can get sponsorships to pursue certifications as per policy.
- **Group Term Life Insurance (GTLI):** It provides a lump sum benefit in the unfortunate event of Death, Total & Permanent Disability or Terminal Illness. The coverage is as per the policy.

Note: Please access Converge for more details on the applicability and eligibility criteria of the above-stated benefits.



SLK166339

JOINING FORMALITIES

Required Documents: Please carry the originals of the below stated documents on the Onboarding Day, without fail. These originals will be verified against the scanned documents you have already uploaded in SuccessFactors application, during your interview and Offer process.

Sl.No.	Particulars of documents
1.	SLK Accepted Offer Letter
2.	Relieving letter & Service Certificate / Proof of submission of resignation Or Resignation acceptance - Immediate previous employer
3.	Last 3 months salary certificate / pay slip from immediate previous employer
4.	Relieving letter / Service Certificate from all previous employers
5.	Professional certifications, if any
6.	Degree /PG / Masters Certificate (Convocation) and Marks Sheet. Provisional Certificate will not be accepted.
7.	Pre University Marks Card / 12th Standard or Higher Secondary certificate
8.	SSLC Marks Card / 10th Standard certificate
9.	Passport (including VISA copy, if any)
10.	Voters ID / Driving License
11.	Aadhar Card
12.	Provident Fund - Universal Account Number (UAN)
13.	<ul style="list-style-type: none">• 3 Recent passport size photographs with White Background• Size Should be 3.5 cm X 4.5 cm• Dress Code for Men: Blazer, Dark coloured shirts and ties complementing the shirt• Dress Code for Women: Indian Formals - Sari, Western Formals - Blazer, Shirt and Trousers, Minimal Jewelry• Well dressed and groomed
14.	Latest Form 16 or Current financial year Income Tax computation sheet
15.	PAN Card
16.	Deputation Letter – To be submitted by employees who are deputed from their Primary employer/Parent company.



SLK166339

Onboarding

Please report to the following address (Onboarding Venue) by **09:30 AM IST** to complete your joining formalities. One of our executives from the HRM function will be happy to receive you and assist you during the Onboarding & Assimilation process.

**SLK Software Pvt Ltd
SEZ UNIT II, "SLK Green Park",
Tower A, 4th to 7th Floors, Amin Properties LLP SEZ,
Pujanahalli Village, Devanahalli Taluk,
Bangalore Rural - 562 110, Karnataka (India).**

Please feel free to contact the respective recruiter through email or call at **080-41805721** or **080 – 66904721** for any clarification.

SLK Software Pvt. Ltd.,

"SLK Green Park", SEZ UNIT – II, 4th, 5th, 6th & 7th Floor, Tower A,
Amin Properties LLP SEZ, Sy No 19, 20, 20/1,
Pujanahalli Village, Devanahalli Taluk, Bangalore Rural - 562 110, Karnataka (India),
Tel: +91 80 4180 5721/ 6690 4721, +91 80 4050 1921.



SLK166339

Private and Confidential

Date:12/01/2021

TERMS & CONDITIONS OF EMPLOYMENT

Mr./Ms. Kadheejath Azmeena O P
Pady house, odiyoor post, bantwal, DK
Mangalore - 574279

In continuation to our Offer of Employment dated **12/01/2021**, please review carefully the Terms & Conditions, which are applicable.

- **Pre-Employment Medical Checkup:** Your appointment is subject to being found medically fit. To this extent you will be required to undergo certain medical tests at the medical establishment stated in the attached reference letter. Please contact the medical establishment directly to fix up an appointment and ensure that you undergo the tests before the joining date i.e. **12/03/2021**.
- **Background check:** All information & documents submitted by you to the Company are subjected to verification by the Company or an external agency appointed by the Company, at any time during your employment with the Company. You hereby authorize the Company or any external agency, appointed by the Company, to verify your identity, address, antecedents, criminal records (wherever deemed fit) and educational qualification, employment history and any other details that would be needed as per the Company policy, prior to or upon your joining the Company, or thereafter. You are expected to extend your full co-operation during the verification. This Offer of Appointment is subject to clearing the Background Check and verification of all documents submitted by you to the Company. If you fail to co-operate or clear the Background Check, or if the information or documents provided by you are proved to be untrue, the Company reserves the right to withdraw this offer or terminate your employment, without any liability to the Company.
- **Role Expectations:**
 - At SLK, we are driven by honesty, dedication, and integrity. As an employee of SLK, you must not engage in any other business, or render professional services either on a full-time or a part-time basis.
 - Confidentiality and Data security are of utmost priority. You must keep your work strictly confidential and not divulge or disclose to any person or entity, during the term of your employment with the Company and thereafter. Any information related to the Company, its employees or associates, whom you became aware of during the term of your employment, must be treated with high confidentiality. You must not act in any manner, which is prejudicial or detrimental to the reputation and standing of the Company.
 - Upon your joining the Company, you are required to execute various Employment Agreements governing the terms of your employment with the Company.

Regd. Office: SLK Software Pvt. Ltd. "SLK1", No.40/A, KHB Industrial Area, Yelahanka New Town,
Bengaluru – 560 064, India. Tel: +91 80 4180 5721/ +91 80 4050 1721 / +91 80 6690 4721

www.slkgroup.com

CIN: U72200KA2000PTC027503

contact@slkgroup.com



SLK166339

- **Full time employment:** As a full time employee of the Company, you cannot take up any other work for remuneration or on advisory capacity in any other trade or business associated with the similar business areas of SLK, during the period of your employment, without prior permission in writing.
- **Transfer:** You are liable to be transferred or deputed, as the Company may determine, to any other location, department, or branch of the Company or its customers' sites in India or overseas.
- **Working Hours:** The official business hours on weekdays i.e. from Monday to Friday is from 9:30 AM to 6:30 PM. However, you are expected to work for a minimum of 9 hours per day, and have a flexibility to alter your work timings suitable to your Customer Business Unit or Function. If you work in projects that demand working on different shifts, then the work days, weekly offs and shift timings will be dependent on what is rostered by your Manager.
- **Leave and Holiday:** The current benefits include –
 - Eleven (11) days National and Festival holidays every calendar year.
 - Twenty Four (24) days Paid Leave (PL) per financial year of service - You are eligible for 2 days of PL per month on a pro-rated basis, based on the number of days worked.
 - 26 weeks of Maternity Leave, Twelve (12) weeks of Adoption Leave, Six (6) weeks of miscarriage Leave, as applicable, after completion of 160 days tenure in the Company.
 - Five (5) days of Paternity or Adoption Leave, as applicable.
- **Performance:** You must perform in your role and responsibilities as per the expectations of the Company. In case your performance is not up to the expected levels, you will be informed and provided guidance through the Performance Improvement Plan (PIP). If you are not performing to the expectation even after providing PIP support, the Company reserves the right to terminate your employment.
- **Salary Review:** Your compensation will be reviewed after 12 months based on your performance. Your next performance based compensation review will happen periodically as per the policy of the Company.
- **Employee Provident Fund and Pension Scheme:** You are required to make a contribution of 12% of Basic Salary, as per the provisions of the Provident Fund Act. The company will make appropriate contribution as required by the EPF Act towards PF & Pension Fund that is part of your CTC.
- **Gratuity:** You are eligible for payment of Gratuity as per the provisions of the Gratuity Act.
- **Personal Accident and Group Medclaim coverage or ESI:** You will be covered under the Personal Accidental Insurance Policy and Group Medclaim Policy, commencing from your date of joining. Or you will be covered under ESI, if you are eligible for the ESI benefit, as per the ESI Act.
- **Code of Conduct:** You must abide by the Code of Conduct policy of the Company, which will be communicated to you. In the event of any discrepancy or untrue information found in your application form or resume, willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties detrimental to the Company's interests, the company has the discretion to initiate necessary disciplinary action against you that can also result with termination of your services, as it deems fit and without any notice pay whats ever.



SLK166339

- **Sexual Harassment:** The Company disapproves any sexual harassment, which includes unwelcome behavior of sexual nature, whether direct or by implication. Indulging in sexual harassment is misconduct under the provisions of the Conduct and Discipline rules.
- **Expense Settlement:** In case of voluntary separation with the company within one year of date of joining, all expenses incurred by the Company on relocation or any other settlement expenses, until explicitly communicated in writing, shall be reimbursed by you, to the Company. Your Separation process will be withheld, if the above stated settlements are not closed by you.
- **Information Security:** SLK is an ISO 27001 certified Company and has a well laid Information Security framework. You are expected to understand, accept and abide by the policies and procedures related to Information Security and safeguard Company and customer information.
- **Personal Information:** Personal information, which includes individual information such as Bank account, credit card, debit card or other payment instrument details, health information, medical records, are classified as 'Confidential information' and handled accordingly. You hereby agree & authorize the Company to disclose such personal information to third parties, as required for business purposes only.
- **Confidential Information:** You will not at any time, without the consent of the Chief Executive Officer, disclose, divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, which may be confided to you or become known to you in the course of your service or otherwise. To this extent, you will be required to sign necessary agreements as may be required by the Company or as per any requirements of the customers of the Company.
- **Protection of Intellectual Property:** You may during the course of rendering your duties as an employee, create, discover or invent Intellectual Property. All such Intellectual Property is the property of the Company and you agree that all such Intellectual Property is created as a "Work for Hire". You hereby agree that all Intellectual Property Rights related to inventions at work done by you during the course of your employment will vest solely with the Company. You also hereby agree to irrevocably assign, transfer, grant and convey to the Company and its successors all rights, title interest in and to such work or invention, including but not limited to all intellectual property rights represented or embodied therein. Wherever required you need to sign and execute the required, assignment agreements and documents to allow the Company to fully acquire such rights as per the requirements of the applicable law.
- **Use of Software Licenses / Internet / E-Mail:** Usage of software or email ID, not provided to you officially in the time of work, is prohibited. The Company disclaims any misuse or illegal use of Software Licenses available on the Internet or otherwise, access to Internet, Company's e-mail or such other facilities as may be extended to the employees. You will be required to sign an undertaking to this effect.
- **Notice period:** The contract of employment can be terminated by either party by giving the other ninety (90) days' prior notice. The Company reserves the right to pay or recover Basic Salary in lieu of notice period.
- **Retirement:** The retirement age is 58 years. Based on business exigencies the Retirement age may be extended up to 60 Years. Terms of the extension will be communicated in writing.



SLK166339

- **On Separation:** On cessation of your employment with the Company, you must immediately hand over to the Company before you are relieved, all the correspondence, RSA token, specifications, books, literature, drawings and other records belonging to the Company or relating to its business. You must not make or retain any copies of the same immediately after serving the notice of termination of services to the Company. The Company will notify you to whom you will hand over the property of the company. You will do all things necessary to transfer the information and knowledge pertaining to projects and assignments on which you were working. You will not be relieved from the services of the Company till the authorized person certifies taking over charge.
- **Non-Compete (On termination of your service):** You will not seek an employment or have any business association either directly or indirectly or in any manner with our customers and their associate companies during the term of your employment with the Company and for a period of one (1) year from the date of your separation with the Company. You will not in the course of any subsequent employment, use any confidential or internal information obtained during the course of your employment with the Company or during the performance of any tasks or assignment with our customers & their associate companies, agents, vendors and partners, in any manner that will compete with, or may directly cause damage to, or create a loss of business of the Company for a period of one (1) year from the date of separation.

You will not entice, induce or solicit any existing staff of the Company to separate from the Company for a period of one (1) year from the date of your separation with the Company.

You must not use information obtained during your course of employment with the Company to engage in a business on your own account or as a partner with another person in a similar business that will in any way compete with or cause damage to the business interests of the Company for a period of two (2) years from the date of cessation of your employment with the Company.

- **Policies and Procedures:** The terms and conditions of employment, including those mentioned above, are subjected to and will be governed by the policies, rules and regulations and information security policies as applicable from time to time.
- **Arbitration Governing Law and Jurisdiction:** This Offer of Appointment shall, in all respects, be governed by and construed in all respects in accordance with the laws of the Republic of India.

All dispute or difference arising between the parties as to the effect, validity or interpretation of this Offer of Appointment or as to their rights, duties or liabilities here under (Disputes) shall be resolved by mutual discussion.

In the event of failure to reach an amicable solution by the parties within thirty (30) days from the commencement of mutual discussions, such dispute shall be referred to and settled by Arbitration by three Arbitrators, one to be appointed by each party and the third to be appointed by the two Arbitrators. The Arbitration proceedings shall be in accordance with the Indian Arbitration and Conciliation Act, 1996. The decision of the Arbitrators shall be final and binding upon the parties. The venue of arbitration proceedings shall be Bangalore, India.



SLK166339

The parties hereby agree that this Offer of Appointment shall be governed by the laws of the Republic of India and agree to submit to the exclusive jurisdiction of the courts in Bangalore, India, for initiating any legal action for enforcing any terms and conditions of rights and obligations under this Offer of Appointment.

Kindly sign and return a copy of this letter as a token of your acceptance of the above terms & conditions of employment.

Best regards,

A handwritten signature in blue ink that reads 'Dharendra Nath'.

Dharendra Nath (SVP- HRM)

Date:12/01/2021

I have read and understood the rules & regulations of employment, HRM policies, Information Security policies, as mentioned in this letter and agree to adhere to and abide/comply by the same. I understand and confirm that the contents of the offer & terms of appointment are **STRICTLY PERSONAL** and **CONFIDENTIAL** between me and the Company. This information must not at any time, be disclosed, divulged or discussed, except with my Reporting Manager/HR Team. Any violation of this will be deemed unprofessional and viewed seriously.

Kadheejath Azmeena O P

Date:12/01/2021



OFFER CUM APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT

Alima Thamanna Valiyakath
crescent manor 5th floor 5D, balmatta new road
mangalore – 575001
KA
IND

Dear Alima,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for Fixed-Term Employment (hereinafter the "Offer cum Appointment Letter") the position of **VCS Associate(DP)[S]** at , India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept this fixed-term employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **2 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your fixed-term employment with Amazon India will commence on **08-Jun-2020** and shall end as per the provisions contained in Section 14 herein below.

2. Duties

1

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road,
Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233

- 2.1 You will be employed in the position of **VCS Associate(DP)[S]**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 2.3 You acknowledge that during the course of your fixed-term employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

3. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

4. Place of Work

Your “Primary Work Location” will be your home address mentioned above, or such other home address as Amazon may approve from time to time, and the provisions of the VCS Telecommuting Policy shall be applicable to the same. While you will primarily be working from such an approved home location, you may be required to travel to any of Amazon India’s or its affiliate’s facilities based on business requirements. You would also be required to inform Amazon India whenever there is a change in the address aforementioned and the Company reserves the right to either accept or reject such a change.

Moreover, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

5. Remuneration

- 5.1 Your Annual Base Pay will be Rs.**201,000** per annum made payable in arrears in accordance with Amazon India’s standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer’s and the employee’s provident fund contributions. Your salary will compensate you for all hours worked.
- 5.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India’s Policies , or your failure to return Amazon India’s property.
- 5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your duties on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India’s Policies and Procedures.

6. Provident Fund



Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.

7. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

8. Confidential Information and Confidentiality Obligations

8.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the

essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;

- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
 - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
 - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;

- (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
- (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

8.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause

to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

9. Intellectual Property Rights

- 9.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title



and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

- 9.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.
- 9.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 9.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.
- 9.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

10. Non-Solicitation

- 10.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 10.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

11. Employee Data Protection

- 11.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 11.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

12. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking.

13. Termination of Employment

- 13.1 Your employment with Amazon India shall automatically end on **07-Dec-2020** unless terminated earlier as per the provisions of this Section.

- 13.2 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 13.3 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
 - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
 - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
 - (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
 - (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
 - (vi) commit any act detrimental to the interest of Amazon India;
 - (vii) abstain from work for seven consecutive days without informing Amazon India
 - (viii) have changed your primary work location mentioned in Section 5 above without prior approval from Amazon India.
- 13.4 On the expiry or sooner termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and

releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed “Full and Final Settlement”, you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

14. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India’s Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

15. New Hire Background Investigation

- 15.1 It is Amazon India’s policy to investigate all its new hires. Your fixed-term employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 15.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 15.3 In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon reserves the right to take action including termination of your employment without notice.

16. Foreign Nationals

- 16.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 16.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all



times. If required, Amazon shall be at liberty to demand copies / originals of such permission.

- 16.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

17. Representations and Warranties

You hereby represent and warrant to the Company that:

- 17.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 17.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 17.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer);
- 17.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 17.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 17.6 You are aware that your employment is only for a limited, fixed duration and that you will not have the right, nor will you make a claim, to be inducted as permanent employee with Amazon India.
- 17.7 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential

Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

- 17.8 You will abide by the terms and conditions contained in the VCS Telecommuting Policy, VCS Outage Policy, VCS Safety Checklist and Amazon's Owner's Manual during your employment with Amazon India.

18. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider to your Primary Work Location or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

19. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

20. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

21. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns.

Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

22. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

23. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

24. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

25. Governing Law and Jurisdiction



Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

26. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

27. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

28. Survival

Your obligations under Sections 9, 10, 12, 14, 20, 21, 22, 24, 25, 26 and this Section 29 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by:P SATYA PRAVEEN
Date: 2020.06.04 15:19:07 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.

Bearys Properties & Developments Pvt. Ltd.

Bearys Horizon, 21 Wood Street
Bangalore 560025

+91 80 2227 3124 / 2531 7777
+91 80 2227 3424

properties@bearysgroup.com
www.bearysgroup.com



Delivering Excellence
Consistently

1st July 2021

Ms. Ranima,
D/O Mr. Abdul Khadri, 1-149 Maikkal,
Albadi, Udupi – 576 212

Dear Ms. Ranima,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as 'HR Executive' in our organization. Please report for duty at our Head office on 7th July 2021.

Please note that you will be on 6 months probation and will be paid a consolidated salary of Rs.18,000/- (Rupees Eighteen Thousand only) per month. Kindly note that all statutory deductions, will be as per applicable laws from time to time.

You will be entitled to. P.F. and Group Medical Insurance/ESI effective your date of joining and other benefits on confirmation as per company rules & entitlements as amended from time to time.

You will report to the Asst. Manager (HR) and will assist in all HR/Admin. functions and ensure appropriate systems, proper maintenance of data & records with thoroughness, efficiency & total transparency. And all other tasks as may be assigned to you from time to time.

Kindly note that you will be required to give one months notice in the event of leaving the organization.

Your appointment and continuance are always subject to your remaining medically fit.

During your employment with us, you will abide by the working hours of the office without any extra remuneration and shall keep confidentiality in all company matters for which you shall be liable.

You will be responsible for the safe keeping and return in good condition all company property which may be in your use, custody, care, or charge.

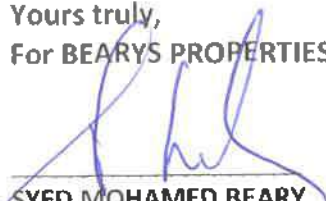
Your services are also transferable to any of our companys offices (either existing or to be set up in future) purely at the discretion of the management on the same terms & conditions.

You will be governed by the rules & regulations of the organisation as formulated from time to time.

We are happy to welcome you to the Bearys fold & hope that you will stay & grow with us & contribute a great deal for the continued success of self & the **Bearys Group**.

Please sign the duplicate copy of this letter as a token of your acceptance.

Yours truly,
For BEARYS PROPERTIES & DEVELOPMENTS PVT. LTD.



SYED MOHAMED BEARY
CHAIRMAN & MANAGING DIRECTOR



ACCEPTED BY ME

IMPERIO HOSPITALITY PVT.LTD



MOHAMMED IRSHAD MP
General manager



Imperio

Mobile No : +91 90359 99922

Email: irshad@imperiohospitality.com

DS

Gulzar

BANU

00062170



Strictly Private & Confidential

14 February 2020

Mangalore

Dear **Shareen Abdul Kader**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer of appointment to join Diya Systems (hereafter referred to as 'Company') in **EIG CCO** as per the below terms and conditions:

Role – Technical Trainee

Date of Joining – 17 February 2020

Your annual total earning potential will be **INR 2,22,205.00 /-** and will be structured as per the attached **Annexure 1 - Compensation plan**. This will continue to be applicable until further communication on the same. The compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, ESIC, as applicable.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Diya Systems will be governed by the attached **Annexure 3 - Terms of Employment**. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Diya Systems is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Diya Systems, we request you to send an email to hrteam@glowtouch.com to confirm your date of joining. At the time of joining, please submit a copy of this letter, **Annexure 1 - Compensation, Annexure 2 - Declaration, Annexure 3 - Terms of Employment with your signature on each page. In addition, please provide all the documentation identified in Annexure 4.**

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer is valid for four (4) days from the date of this letter. After receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if we are unable to set an alternative date or if we do not receive a mail confirmation from you before the expiration of this period, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Shareen Abdul Kader, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call the **RECRUITER** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you at Diya Systems and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

Shyamprasad Hebbar

Full Name: **Shareen Abdul Kader**

Senior Vice President – Corporate Services

Date : **14 February 2020**

Strictly Private & Confidential

ANNEXURE 1

COMPENSATION

Salary Component	
	Annual (INR)
Annual Earning Potential	INR 2,22,205.00 /- (please mention the total cash component amount as provided below)

SALARY ANNEXURE

Fixed Salary - A			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Basic	Fixed	6200.00	74400.00
DA	Fixed	3100.00	37200.00
HRA	Fixed	3720.00	44640.00
Advance Bonus	Fixed	700.00	8400.00
Special Allowance	Fixed	1780.00	21360.00
Total Fixed Salary - A		15500.00	186000.00
Other Benefit - B			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Gratuity.	Variable	447.00	5368.00
Provident Fund	Variable	1116.00	13392.00
Employee State Insurance	Variable	504.00	6045.00
Total Other Benefit - B		2067.00	24805.00
Additional Benefit - C			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Meal Coupons	Variable	700.00	8400.00
Medi Insurance	Variable	250.00	3000.00
Total Additional Benefit - C		950.00	11400.00
Total Gross Yearly CTC (A + B)		17567.00	210805.00
Total Gross Yearly CTC [(A + B) + C]		18517.00	222205.00

Strictly Private & Confidential

- 1. Employer contribution to the PF & ESIC : is the contribution made by the company to Provident fund office & ESI corporation on employee account which is mandatory**
- 2. Gratuity : Applicable as per Gratuity Act of 1972 . Eligibility starts after completion of 5 years of continuous service**
- 3. Mediclaim insurance premium paid by employer on account of employee as per company policy**

(Note 1: For International Worker Only* As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities. *As defined by applicable law from time to time)

(Note 2: Employee state insurance deduction of 0.75% of your gross salary will happen in your monthly pay and 3.75% of your gross will be contributed by company to Employee State Insurance Corporation. You will be getting identification card from ESIC office where you can avail different medical facilities)

ANNEXURE 2

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Diya Systems, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Diya Systems or employment with Diya Systems, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Diya Systems premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Diya Systems, including any such documents or materials from my previous employer. To the extent I feel that my employment at Diya Systems would require me to bring any third party documents or materials to Diya Systems I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Diya Systems. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Diya Systems to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Full Name: **Shareen Abdul Kader**

Date : **14 February 2020**

Strictly Private & Confidential

ANNEXURE 4

REQUIRED DOCUMENTATION (To be submitted on the day of joining)

- 1) Six (6) copies of your recent passport size photographs
- 2) Diya Systems offer letter (signed on all pages)
- 3) Diya Systems Terms of Employment (signed on all pages)
- 4) Relieving Letters from previous employer. If relieving letter is not available, Resignation acceptance mail with manager's name & designation (signature) certifying last working date from immediate previous employer. A copy of this mail should be submitted 1 week prior to the date of joining.
- 5) PAN card copy-3 copies
- 6) Aadhaar Card -3 Coloured Copy
- 7) Copy of highest education Graduation Degree/PG/Diploma (wherever applicable) certificates
- 8) Copy of highest education mark sheets (Last semester mandatory)
- 9) Documents in support of your age (10th/ 12th Mark sheet/Voter ID Card/Driving License etc)
- 10) Passport copy, if available

Strictly Private & Confidential

03 July 2019

Mangalore

Dear **Suhana H,**

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer of appointment to join Diya Systems (hereafter referred to as 'Company') in **EIG CCO** as per the below terms and conditions:

Role – Technical Trainee

Date of Joining – 08 July 2019

Your annual total earning potential will be **INR 2,22,205.00 /-** and will be structured as per the attached **Annexure 1 - Compensation plan**. This will continue to be applicable until further communication on the same. The compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, ESIC, as applicable.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Diya Systems will be governed by the attached **Annexure 3 - Terms of Employment**. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Diya Systems is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Diya Systems, we request you to send an email to hrteam@glowtouch.com to confirm your date of joining. At the time of joining, please submit a copy of this letter, **Annexure 1 - Compensation, Annexure 2 - Declaration, Annexure 3 - Terms of Employment with your signature on each page. In addition, please provide all the documentation identified in Annexure 4.**

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer is valid for four (4) days from the date of this letter. After receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if we are unable to set an alternative date or if we do not receive a mail confirmation from you before the expiration of this period, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Suhana H, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call the **RECRUITER** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you at Diya Systems and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

Shyamprasad Hebbar

Full Name: **Suhana H**

Senior Vice President – Corporate Services

Date : **03 July 2019**

Strictly Private & Confidential

ANNEXURE 1

COMPENSATION

Salary Component	
	Annual (INR)
Annual Earning Potential	INR 2,22,205.00 /- (please mention the total cash component amount as provided below)

SALARY ANNEXURE

Fixed Salary - A			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Basic	Fixed	6200.00	74400.00
DA	Fixed	3100.00	37200.00
HRA	Fixed	3720.00	44640.00
Advance Bonus	Fixed	700.00	8400.00
Special Allowance	Fixed	1780.00	21360.00
Total Fixed Salary - A		15500.00	186000.00
Other Benefit - B			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Gratuity.	Variable	447.00	5368.00
Provident Fund	Variable	1116.00	13392.00
Employee State Insurance	Variable	504.00	6045.00
Total Other Benefit - B		2067.00	24805.00
Additional Benefit - C			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Meal Coupons	Variable	700.00	8400.00
Medi Insurance	Variable	250.00	3000.00
Total Additional Benefit - C		950.00	11400.00
Total Gross Yearly CTC (A + B)		17567.00	210805.00
Total Gross Yearly CTC [(A + B) + C]		18517.00	222205.00

Strictly Private & Confidential

- 1. Employer contribution to the PF & ESIC : is the contribution made by the company to Provident fund office & ESI corporation on employee account which is mandatory**
- 2. Gratuity : Applicable as per Gratuity Act of 1972 . Eligibility starts after completion of 5 years of continuous service**
- 3. Medclaim insurance premium paid by employer on account of employee as per company policy**

(Note 1: For International Worker Only* As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities. *As defined by applicable law from time to time)

(Note 2: Employee state insurance deduction of 1.75% of your gross salary will happen in your monthly pay and 4.75% of your gross will be contributed by company to Employee State Insurance Corporation. You will be getting identification card from ESIC office where you can avail different medical facilities)

ANNEXURE 2

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Diya Systems, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Diya Systems or employment with Diya Systems, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Diya Systems premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Diya Systems, including any such documents or materials from my previous employer. To the extent I feel that my employment at Diya Systems would require me to bring any third party documents or materials to Diya Systems I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Diya Systems. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Diya Systems to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Full Name: **Suhana H**

Date : **03 July 2019**

Strictly Private & Confidential

ANNEXURE 4

REQUIRED DOCUMENTATION (To be submitted on the day of joining)

- 1) Six (6) copies of your recent passport size photographs
- 2) Diya Systems offer letter (signed on all pages)
- 3) Diya Systems Terms of Employment (signed on all pages)
- 4) Relieving Letters from previous employer. If relieving letter is not available, Resignation acceptance mail with manager's name & designation (signature) certifying last working date from immediate previous employer. A copy of this mail should be submitted 1 week prior to the date of joining.
- 5) PAN card copy-3 copies
- 6) Aadhaar Card -3 Coloured Copy
- 7) Copy of highest education Graduation Degree/PG/Diploma (wherever applicable) certificates
- 8) Copy of highest education mark sheets (Last semester mandatory)
- 9) Documents in support of your age (10th/ 12th Mark sheet/Voter ID Card/Driving License etc)
- 10) Passport copy, if available



HRD/3T/19-20/13084823

Ms. Athira S Nair
Candidate ID: 13084823
Kalameshwar Nagar, Bauxite Road,
Hindalga
Belagavi - 591108
Karnataka
India
Ph: (91) 98452 12381

September 6, 2019

Dear Athira S,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Digitally signed by RICHARD LOBO
Date: 2019.09.06 11:36:30 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/19-20/13084823

September 6, 2019

Ms. Athira S Nair
Candidate ID: 13084823
Kalameshwar Nagar, Bauxite Road,
Hindalga
Belagavi - 591108
Karnataka
India
Ph: (91) 98452 12381

Dear Athira S,

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 **February 10, 2020**.

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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 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 **2019 - 20** 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 months' 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 **2018 -2019**. 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.

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Date: _____, 20____

Sign your name

_____ _____
Print your name Location

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

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Athira S Nair
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)	12,000 (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. Athira S Nair
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 (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an 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)	12,000 (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				





* Private & Confidential *

To,
Mr. Ayaz Sab
S/o Baba Husen Sab
Devikai, Nerlavalli, Mattigar
Sirsi, Uttara Kannada Dist.
Karnataka- 581450

Bosch Automotive
Electronics India Pvt. Ltd.
Building 703, Naganathapura
P.B. No. 10029
Electronics City Post Office
Bangalore - 560 100
India

PAN No. AADCB4330L
CIN No. U29221KA2008PTC045987

20.06.2019

Nhp1/HRL

Graduate (Engineering) Apprenticeship Program 2019 - 20

Dear Mr. Ayaz Sab

Please refer to the Written Test and Personal Interview you had with us for the above program. We are pleased to inform you, that you have been selected for the position of Graduate Apprenticeship Program in our Company at Naganathapura. Your appointment as a Graduate Apprentice is subject to your completing the Engineering course (BE/B.Tech) successfully. The Training Program starts with effect from 20.06.2019

The duration of the training will be one year from the date of your reporting for training.

- 1 During the training period, you will be paid a consolidated stipend and will also be entitled to Certain allowances/benefits as follows:

Sl.No	Particulars	INR per annum
1.1	Consolidated Stipend	1,30,200/-
1.2	Special Allowance	1,52,400/-
	Total	2,82,600/-

- 2 Please note that you will not be entitled to annual bonus or any other allowances/perks/benefits, Other than what is mentioned in clause above.
- 3 You will have to enter into a Contract of Apprenticeship with the Company for a period of one year, as required under the Apprentices Act 1961 and Apprentices (Amendment) Act, 1973 & 1986.

1st July 2020

To,

Ms. Balkis,
Bangalore.

Dear Ms. Balkis,

Sub: Appointment - Confirmation

We are pleased to confirm your appointment as **"Member - Technical"** from 1st July 2020, subject to the following terms and conditions.

1. SALARY AND PERQUISITES

Your Total Compensation Structure per month will be Rs. 20000/- as per Annexure.

The monthly / annual allowances, reimbursements, benefits and perquisites applicable to you are described in the annexure to this letter. Detailed policies / procedures/ rules and regulations governing the monthly / annual allowances, reimbursements, benefits and perquisites will be given to you after you join us.

2. CODE OF CONDUCT

Throughout the years, iWave employees have set the standard for ethical business conduct. As part of your employment, you will be given a personal copy of our Code of Conduct. It outlines many of the details that pertain to standard of business behavior that we expect all employees to live by. It is important for you to fully understand this philosophy and the policies and procedures governing it.

3. NOTICE PERIOD

Notice period for resignation or termination is three months, or basic salary in lieu thereof. The Company may, at its absolute discretion, waive the notice period that is required to be given by you.

4. HEALTH EXAMINATION

You will be examined at any time by a Doctor of the Company's choice for your medical fitness to continue to work for the company and his / her opinion in this regard shall be binding on you.

5. TRANSFER

Your services can be transferred by the company in such capacity as the company may, from time to time, determine anywhere in India or abroad to any one of the parent Company's departments, subsidiaries, Joint Ventures, Associates, Sister Companies, etc. as per the needs.

Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees in the new place.

6. SEPARATION

On termination of employment and / or your resignation during the period of your probation or thereafter, you will immediately give up to the Company all tools, accessories, formulae, documents, specifications, books, etc. of whatsoever nature in your custody, care or charge and obtain clearance from the relevant person(s), office(s), department(s), on production of which alone your dues, if any, will be settled by the Company.

7. RETIREMENT

Your age of retirement from the services of the Company will be on completion of fifty-eight years. However, you may be retired at any age before fifty-eight years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work.

The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

8. PAST RECORD

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

9. OTHER TERMS AND CONDITIONS

Your work in the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters. In addition to the above, all such other rules and regulations as may be in operation at the Company will be applicable.

10. VALIDITY OF APPOINTMENT

This letter is valid for a period of ten days from the date of this appointment letter and shall lapse automatically unless you confirm your acceptance of it by signing the duplicate in the appropriate place and returning it to the undersigned.

We look forward to working together to build a successful business.

Thanking You,

Sincerely yours,

For **iWave Systems Technologies Pvt. Ltd.**



Abdullah Khan M.
Director - Engineering

I, _____ agree to accept the employment on the terms and conditions mentioned in this letter and the enclosed annexure

Name:

Signature:

Date:

Annexure

Break-up of Monthly remuneration

Description	Amount (Rs)
Basic Salary	5000/-
H R A	2000/-
Conveyance Allowances	1600/-
Special Allowances*	9359/-
Employer's contribution to PF	1800/-
Gratuity	241/-
TCTC	20000/-
*All reimbursements in the nature of medical reimbursements, Leave Travel Allowance, Interest Subsidy, Medical Insurance and any other benefit from the Company not specifically mentioned above will be adjusted against special allowance.	

Annexure-B

Effective Experience	1 Year
----------------------	--------

Strictly Private & Confidential

06-Jun-2019

Mangalore

Dear **Shinorya**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer of appointment to join Diya Systems (hereafter referred to as 'Company') in **ITES** as per the below terms and conditions:

Role – Technical Trainee

Date of Joining – 17-Jun-2019

Your annual total earning potential will be **INR 2,00,148/-** and will be structured as per the attached **Annexure 1- Compensation plan**. This will continue to be applicable until further communication on the same. The compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, ESIC, as applicable.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

Your employment with Diya Systems will be governed by the attached **Annexure 3 - Terms of Employment**. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with Diya Systems is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with Diya Systems, we request you to send an email to hrteam@glowtouch.com to confirm your date of joining. At the time of joining, please submit a copy of this letter, **Annexure 1 - Compensation, Annexure 2 - Declaration, Annexure 3 - Terms of Employment with your signature on each page. In addition, please provide all the documentation identified in Annexure 4.**

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer is valid for four (4) days from the date of this letter. After receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if we are unable to set an alternative date or if we do not receive a mail confirmation from you before the expiration of this period, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Shinoriya, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call the **Recruiter** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you at Diya Systems and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

Shyamprasad Hebbar

Full Name: _____

Associate General Manager

Date :

Strictly Private & Confidential

ANNEXURE 1

COMPENSATION

Salary Component	
	Annual (INR)
Annual Earning Potential	INR 2,00,148/-

Salary structure and Overall CTC calculation			
Particulars	Per Month	Per Year	Remarks
Basic	5514	66163	40% of Total Gross Compensation
DA (including VDA)	2757	33082	20% of Total Gross Compensation
House rent Allowance	3308	39698	40% of Basic & DA
Advance bonus	700	8400	Fixed amount
Special Allowance	1,505	18065	Balancing figure
Total Gross Compensation (A)	13784	165408	
Employer Contribution to PF	992	11909	12% on Basic & DA
Employer Contribution to ESIC	655	7857	4.75% of Total Gross Compensation
Gratuity	398	4774	4.81% of Basic & DA
Meal Coupons	700	8400	Fixed amount
Medi Insurance	150	1800	Fixed amount
Total Non Compensation Benefits (B)	2895	34740	
Total Cost to company (A+B)	16679	200148	
Take Home salary = Total Gross Compensation - Deductions as applicable			
1. Employer contribution to the PF & ESIC : is the contribution made by the company to Provident fund office & ESI corporation on employee account which is mandatory			
2. Gratuity : Applicable as per Gratuity Act of 1972 . Eligibility starts after completion of 5 years of continuous service			
3. Medclaim insurance premium paid by employer on account of employee as per company policy			

(Note 1: For International Worker Only* As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities. *As defined by applicable law from time to time)

(Note 2: Employee state insurance deduction of 1.75% of your gross salary will happen in your monthly pay and 4.75% of your gross will be contributed by company to Employee State Insurance Corporation. You will be getting identification card from ESIC office where you can avail different medical facilities)

Strictly Private & Confidential

ANNEXURE 2

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Diya Systems, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by Diya Systems or employment with Diya Systems, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Diya Systems premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Diya Systems, including any such documents or materials from my previous employer. To the extent I feel that my employment at Diya Systems would require me to bring any third party documents or materials to Diya Systems I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Diya Systems. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Diya Systems to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Full Name:

Date :

Strictly Private & Confidential

ANNEXURE 4

REQUIRED DOCUMENTATION (To be submitted on the day of joining)

- 1) Six (6) copies of your recent passport size photographs
- 2) Diya Systems offer letter (signed on all pages)
- 3) Diya Systems Terms of Employment (signed on all pages)
- 4) Relieving Letters from previous employer. If relieving letter is not available, Resignation acceptance mail with manager's name & designation (signature) certifying last working date from immediate previous employer. A copy of this mail should be submitted 1 week prior to the date of joining.
- 5) PAN card copy-3 copies
- 6) Aadhaar Card -3 Coloured Copy
- 7) Copy of highest education Graduation Degree/PG/Diploma (wherever applicable) certificates
- 8) Copy of highest education mark sheets (Last semester mandatory)
- 9) Documents in support of your age (10th/ 12th Mark sheet/Voter ID Card/Driving License etc)
- 10) Passport copy, if available

LETTER OF INTENT

Date: 11 Apr - 2019

Name: IRAM KHANUM

Dear

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

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 120 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

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

Upon signing the Offer Letter, you would be eligible to a Base Pay of **Rs. 174845 per annum**. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 120 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

Ref No: 14515060

05-Jun-2020

Preema Shilpa Dsouza



Dear Preema Shilpa,

With reference to the discussions that we had with you, we are pleased to offer you the role of **Process Executive - Data** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Mangalore**.

Your Annual Total Compensation will be **Rs.206,696**. The other details about your compensation is presented in **Annexure A**. We would like to inform you that Cognizant has considered **0** months of your experience as relevant, which would be updated in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the 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.

We request you to join us on or before **10-Jun-2020**.

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

Please note:

- This appointment is subject to satisfactory professional reference checks
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request

We look forward to your joining us. Should you have any further questions or clarifications, please feel free to contact us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



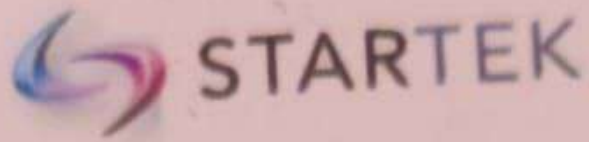
Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:



Muhammed Mubarish

Employee no. : 80488822

Blood Group : B+ve

05-Feb-2021

247320

EMPLOYMENT AGREEMENT

This Agreement is made and entered on **05-Feb-2021**, BY AND BETWEEN:

Microland Limited having its registered office at **1B, Ecospace, Bellandur, Outer Ring Road, Bangalore 560103** (hereinafter referred to as **Microland** which expression shall, unless repugnant to the context or meaning thereof be deemed to mean its successors in business and permitted assigns) of the first part;

And

Farheen Darur, a citizen of India, a resident of #hno.35 c/o M.A.Jahagirdar,narayanpur 1st main 1st cross opp savanur nawab mosque,dharwad,dharwad,Karnataka,India580008 (hereinafter referred to as Employee) of the other part.

Microland and the Employee are collectively referred to as the **Parties** and individually as the **Party**.

WHEREAS

- (A) Microland wishes to employ the Employee and the Employee has agreed to such employment on the terms and conditions contained in this Agreement.
- (B) In consideration of the mutual promises and agreements between the Parties hereto, the Parties have agreed to enter into this Agreement to govern the terms and conditions of their association.

NOW THEREFORE, the terms and conditions of the employment of the Employee with Microland are as follows:

Job Title

Executive - Technical Support

Appointment Date

08-Feb-2021

This will be considered by Microland to calculate the tenure of employment with Microland and all other statutory benefits that the Employee may be entitled to.

Tenure of Agreement

This Agreement shall take effect on the **08-Feb-2021** and shall remain in force for a fixed term of **12 months**, unless terminated earlier in accordance with the provisions of this Agreement. The term of the Agreement may be extended by Microland on its sole discretion on such terms and conditions as may be mutually agreed between the Parties in writing.

During the term of this Agreement, the Employee shall devote full working time, attention and energy to the performance of the duties assigned to him. The Employee shall not, whether directly or indirectly, be employed, engaged, concerned or interested in any manner whatsoever in any trade, business or profession other than the business of Microland or accept any appointment to any office whether for gain or otherwise without the written consent of Microland.

Place of Work

Employee's principal place of employment shall be **India - Bengaluru**. The Employee may, from time to time, be required to work from or undertake travel to any other office, branch or location as directed by Microland, within or outside India. Microland reserves the right to transfer the Employee from one location or city to another or to an affiliate or group entity.

Hours of work

The Employee is required to work 9.5 hours per day including a lunch break of half hour(s) based on a 5-day working week. If necessary, the Employee shall work such additional hours as may be necessary for the Employee to perform his/her duties effectively and for such additional hours, the "Stretched Hours Linked Allowance" policy will apply. Employees deployed at different customer sites during their tenure with Microland, will be governed by the working hours/days as per the customer policies and guidelines.

Compensation

Your monthly salary will be of **₹ 17,822**. and in addition, you will be eligible for a Bonus² of INR 15316, if applicable as per the Payment of Bonus Act. Thus, your Total Earning Potential will be **₹ 2,65,182**, inclusive of any Performance Incentive if eligible as per the Compensation Components Policy. The details of which are outlined in the Annexure – A.

This is subject to deduction of tax at source in accordance with Microland's normal payroll practices. In addition, the Employee is also covered under Microland's Group Medi-Claim Insurance Scheme.

Leave

Employee will be entitled to 21 working days of leave in a calendar year for each completed year, to be taken by agreement with the company. There will be no accumulation and encashment of leave. If the period of contract is less than year, then the leave entitled will be on pro rata basis for the contract duration.

Data Protection

Employee shall ensure that all personal data is accurate and kept secure at all times. The Employee agrees to Microland and any affiliates, holding and processing, both electronically and manually, the data it collects in relation to the Employee during the course of his employment, for the purposes of administration and management of employees and Microland's business, and for compliance with applicable procedures, laws and regulations and to the transfer, storage and processing by Microland of such data outside India.

CONFIDENTIAL

Employee agrees that data relevant to his employment with Microland may be collected, processed and retained on a computerized database and can be accessed by selected employees of Microland and its related entities for legitimate business reasons.

Employee Surveillance

Employee agrees that Microland may use various modes to ensure that the internet, email facilities and other communication systems provided by Microland are used in an appropriate manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received, and web sites visited or created by the Employee. The Employee acknowledges that he does not have any expectation of privacy when using Microland's resources. For the avoidance of doubt, and for the limited purpose of safeguarding Microland's confidential and proprietary information, Microland shall have the right to monitor any personal e-mail or social media forum that may be accessible to the Employee from Microland including but not limited to Gmail, Facebook, Twitter, etc. Microland also reserves the right to monitor its employees using various security measures including, but not limited to closed circuit television systems.

Confidential Information

Employee shall not, at any time during the term of this Agreement or thereafter, in any way disclose or divulge to any person, firm or body corporate any of the dealings, transactions, affairs, plans, proposals, procedures, trade secrets, methods, systems or other information of any kind in relation to the affairs of Microland or its affiliates that the Employee shall acquire or has acquired by virtue of being in employment with Microland or its affiliates. These restrictions shall continue to apply after termination of this Agreement without limit in point of time.

Intellectual Property

Employee agrees that the ownership of, and all right, title, and interest in all intellectual properties developed or created from time to time for Microland by the Employee, whether before or after commencement of employment with Microland shall vest in Microland. The Employee hereby transfers and assigns in favour of Microland, all rights, title and interest in and to all the intellectual properties, together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties, in perpetuity. The Employee agrees that such assignment shall be perpetual, worldwide and royalty free. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Employee, even if the Microland does not exercise the rights under the assignment within a period of one year from the date of assignment. The Employee further acknowledges and agrees that he shall waive any right to, and shall not raise any objection or claims to, the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

Voluntary Resignation

Employee may voluntarily resign from employment with Microland at any time on giving a prior written notice of **60** days to Microland. Microland may at its sole discretion waive all or part of the notice or allow the Employee to pay in lieu (Basic and HRA) of the notice. Any resignation would have to be accepted by Microland to become effective.

Termination for Cause

Microland reserves the right to terminate the employment for cause, before the expiry of this Agreement, without notice or payment in lieu thereof on account of any misconduct, including but not limited to negligence of duty, failure to comply with the lawful directions of Microland, habitual absence or absence without leave for more than [3] working days, fraud, misappropriation or dishonesty, unauthorized disclosure of confidential information of Microland, breach of any statutory duty or applicable law or for any act or omission adversely affecting the goodwill, reputation, credit, operations or business of Microland, unethical business conduct or breach of this Agreement or any other misconduct as may be set out in the Employee Guidelines.

Termination for ill-health

If the Employee, at any time, is prevented from ill-health or accident or any physical or mental disability from performing his/her duties hereunder, he/she shall inform Microland and supply it with such details as it may be required and if he/she is unable by reason of ill-health or accident or disability, for a period of [3] months or more to perform his/her duties hereunder, Microland may forthwith terminate this Agreement.

Termination by Microland

Notwithstanding anything to the contrary herein contained, Microland shall be entitled to terminate the employment under this Agreement at any time before its expiry by giving the Employee **60** days notice in writing or payment in lieu(Basic and HRA) thereof. The Employee agrees and accepts that any statutory or other "last in first out" rule or any modifications thereof shall not apply in the event of the termination of this Agreement for any reason whatsoever. The employment of the Employee is on a fixed term basis and will cease automatically upon the expiry of this Agreement, as specified in this Agreement under the head 'Term'.

Handover

Upon the expiry of this Agreement or cessation of employment for any reason, whichever is earlier, the Employee shall immediately hand over charge to such person nominated for that purpose by Microland and shall deliver to such person such papers, documents and other property of Microland as may be in his/her possession, custody, control or power, including but not limited to any keys, phones, computers, vehicles, etc. provided by Microland.

In addition to the terms and conditions of employment as contained in this Agreement, the Employee shall also observe and comply with and shall be bound by any rules, regulations, work disciplines, payroll, leave & attendance, all company related policies and procedures either prevalent at the time of his/her employment or as revised or framed by Microland from time to time for observance and compliance by its employees.

This contract of employment shall be governed and interpreted according to the laws of India. The courts at **Bengaluru** shall have the exclusive jurisdiction to entertain any dispute, controversy, claim or breach arising out of or in relation to this Agreement, including any questions, issues or disputes concerning its existence, validity or termination.

If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.

This Agreement and the schedules hereto constitute the entire understanding relating to terms of employment between the Employee and Microland and supersede all prior offers, agreements, statements or representations, written or oral between the Parties. Further, the Employee acknowledges and agrees that, as of the date of this Agreement, the Employee has no former claims of any nature, whatsoever against Microland.

Yours sincerely,


For Microland Limited,



Akshat Gupta

Global Head-Talent Acquisition

Annexure A

Name	Farheen Darur	
Designation	Executive - Technical Support	
Level	P1	
Location	India - Bengaluru	
Notice Period	60 Days	
	Monthly (₹)	Yearly (₹)
Basic	15,316	1,83,792
House Rent Allowance	668	8,016
GROSS	15,984	1,91,811
PF - Company's Contribution @ 12% of Basic **	1,838	22,056
COST TO COMPANY (CTC)	17,822	2,13,864
Bonus 2 ***		15,316
Performance Incentive		36,000
TOTAL EARNING POTENTIAL (TEP)		2,65,182
Shift Allowance		36,000
Group Medical Coverage Premium [Company borne]		6,468
TOTAL EARNING POTENTIAL + BENEFITS (TEPB)		3,07,650
	Insured Amount (₹)	
Group Medical Insurance Scheme for Self ****	4,00,000	
Group Personal Accident Insurance	1 * Annual CTC (minimum of 5,00,000)	
Group Term Life Insurance	3 * Annual CTC (minimum of 16,00,000)	
 <p>Akshat Gupta Global Head-Talent Acquisition</p> <p>* Payable monthly, as per customized allocation towards LTA, Conveyance, Medical, Vehicle, Meal card, thus enabling you to plan your tax outflow in an optimum manner. The balance amount, post allocation, will be given out as Special Allowance.</p> <p>** Company's contribution to your Provident Fund. An equal amount will be deducted, as your</p>		

CONFIDENTIAL

contribution to the Fund, as per PF guidelines.

*** Bonus2 will be paid in equal monthly instalments, if applicable as per the Payment of Bonus Act.

**** Spouse, upto 2 Children and Parental Policy, if opted for, is an additional benefit, for which the premium will be deducted on a monthly basis.



OFFER CUM APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT

Fathimath Shareena
Salma cottage, Derlakatte
Mangalore – 575018
KA
IND

Dear Fathimath,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for Fixed-Term Employment (hereinafter the "Offer cum Appointment Letter") the position of **VCS Associate(DP)[S]** at , India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept this fixed-term employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **2 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your fixed-term employment with Amazon India will commence on **24-Aug-2020** and shall end as per the provisions contained in Section 14 herein below.

2. Duties

1

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road,
Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233

- 2.1 You will be employed in the position of **VCS Associate(DP)[S]**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 2.3 You acknowledge that during the course of your fixed-term employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

3. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

4. Place of Work

Your “Primary Work Location” will be your home address mentioned above, or such other home address as Amazon may approve from time to time, and the provisions of the VCS Telecommuting Policy shall be applicable to the same. While you will primarily be working from such an approved home location, you may be required to travel to any of Amazon India’s or its affiliate’s facilities based on business requirements. You would also be required to inform Amazon India whenever there is a change in the address aforementioned and the Company reserves the right to either accept or reject such a change.

Moreover, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

5. Remuneration

- 5.1 Your Annual Base Pay will be Rs.**201,000** per annum made payable in arrears in accordance with Amazon India’s standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer’s and the employee’s provident fund contributions. Your salary will compensate you for all hours worked.
- 5.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India’s Policies , or your failure to return Amazon India’s property.
- 5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your duties on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India’s Policies and Procedures.

6. Provident Fund



Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.

7. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

8. Confidential Information and Confidentiality Obligations

8.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the

essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;

- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
 - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
 - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;

- (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
- (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

8.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause

to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

9. Intellectual Property Rights

- 9.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and



interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

- 9.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.
- 9.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 9.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.
- 9.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

10. Non-Solicitation

- 10.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 10.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

11. Employee Data Protection

- 11.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 11.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

12. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking.

13. Termination of Employment

- 13.1 Your employment with Amazon India shall automatically end on **28-Feb-2021** unless terminated earlier as per the provisions of this Section.

- 13.2 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 13.3 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
 - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
 - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
 - (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
 - (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
 - (vi) commit any act detrimental to the interest of Amazon India;
 - (vii) abstain from work for seven consecutive days without informing Amazon India
 - (viii) have changed your primary work location mentioned in Section 5 above without prior approval from Amazon India.
- 13.4 On the expiry or sooner termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and

releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed “Full and Final Settlement”, you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

14. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India’s Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

15. New Hire Background Investigation

- 15.1 It is Amazon India’s policy to investigate all its new hires. Your fixed-term employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 15.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 15.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.
- 15.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 12 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

16. Foreign Nationals

- 16.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities

to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.

- 16.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 16.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

17. Representations and Warranties

You hereby represent and warrant to the Company that:

- 17.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 17.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 17.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer);
- 17.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 17.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 17.6 You are aware that your employment is only for a limited, fixed duration and that you will not have the right, nor will you make a claim, to be inducted as permanent employee with Amazon India.

17.7 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

17.8 You will abide by the terms and conditions contained in the VCS Telecommuting Policy, VCS Outage Policy, VCS Safety Checklist and Amazon's Owner's Manual during your employment with Amazon India.

18. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider to your Primary Work Location or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

19. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

20. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

21. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

22. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

23. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

24. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

25. Governing Law and Jurisdiction

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

26. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

27. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

28. Survival

Your obligations under Sections 9, 10, 12, 14, 20, 21, 22, 24, 25, 26 and this Section 29 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by:P SATYA PRAVEEN
Date: 2020.08.21 23:09:08 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.



Registered Office : No113/A
Bommasandra Industrial Area,
Hosur Road, Bangalore - 560 099
Karnataka, INDIA.

Corporate Office : Plot No.2,
Cochin Special Economic Zone
Kakkanad, Kochi - 682 037.
Kerala, India.

ICSPL/HR/143/2022

Date: 05th September, 2022

Mr. MOIDIN FAYAZ
Jr. Engineer - PPC

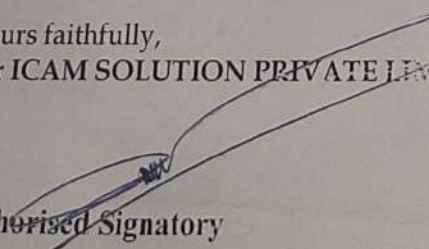
Dear Moidin Fayaz,

Further to our letter dated 23rd September, 2021, the Management is pleased to confirm you in the services of the company as "Engineer - PPC" with effect from 01st September, 2022 subject to the following terms and conditions:

1. You will be entitled to the salary and perquisites as per the letter dated 23rd September, 2021.
2. During your service, you will be governed by the rules and regulations of the company, that may be in force and which may be framed, amended, altered or extended from time to time.
3. Your services will be terminable by three months' notice in writing on either side or on payment of three month's salary in lieu of notice at the discretion of the Management.
4. You are liable to be transferred to any department/ section of the company or any subsidiary, associate, allied or sister company in which the employer is interested without any additional remuneration.
5. You will not divulge to any person whatsoever any formula, process, methods, machine composition, ideas or any other information concerning the business and affairs of the company which come to your knowledge during the course of your employment or use any of the same for your own benefit.
6. Any invention, improvement or design conceived by you while in company's employment shall become the company's exclusive property for all countries. For the purpose of this section and expression, the company shall in addition to ICAM SOLUTION PRIVATE LIMITED., mean and include any firm/ persons or company, subsidiary to or affiliated with the company.

If you are agreeable to the above terms and conditions, you are requested to sign and return the enclosed copy of the order in token of your acceptance of the order.

Yours faithfully,
For ICAM SOLUTION PRIVATE LIMITED.,


Authorised Signatory



FIRE & SECURITY SOLUTIONS
ISO 9001 : 2015 COMPANY

Ace Fire Services

A-006, # 24, Wilson Vintage, Behind
Adugodi Post Office, 8th Main, 1st Cross
Wilson Garden, Bangalore - 560 030

Phone : 080-22121317 / 22124838

E-mail : sales@acefireindia.com

Web : www.acefireindia.com

CHENNAI | MUMBAI | HYDERABAD | VIJAYAWADA

DATE: 25-01-2022

To

SYED YASIR MUSHARRAF
4-50-168, Maqdummyar,
Jagathgirigutta,
Hyderabad – 37.

APPOINTMENT LETTER

Dear Mr. Syed Yasir Musharraf,

With reference to the subsequent discussions held, we are pleased to offer you this letter of appointment on the following terms and conditions.

1. Designation

You will be designated as “**Engineer - Design**”. You are required to join our organization on 21st January 2022. Your Roles and Responsibilities shall be intimated in due course of time.

2. Remuneration

You will be paid a salary of INR 28,500/- per month all inclusive. Salary Breakup is given below for your records.

3. Place and Hours of Work

You will be initially based at our Bangalore office and may be deputed/transferred to other locations based on the requirement. You will be reporting to Mr. Basheer- Head Estimation, procurement & Logistics Manager & may be called upon to work beyond the office hours if the need arises.

4. Probation

You will be on probation for a period of 3 months from the date of joining Ace fire services. You will be confirmed for employment upon the successful completion of the mandatory period.

5. No Simultaneous Employment

During the term of your employment you will not represent, handle, or otherwise undertake any other business activity. It is being clearly understood that you will devote your full working time exclusively for this company work and business.

Your Safety is our Priority



Ace





6. Secrecy as to affairs of the Company

You shall not during the term of your employment or at any time thereafter , use or disclose to any other company, firm or institution or person any of the secrets, business or affairs of the company, nor you shall without previous consent of the company at any time during the currency of this agreement, publish any book , booklet , brochure, pamphlet, or contribute any article to any newspaper or publication whether for remuneration or otherwise, relating to the affairs of the company or to your work in the company .

7. Termination

Either party shall have the right to terminate this agreement by giving the other party one month notice in writing to that effect. The notice period is mandatorily applicable for both the parties. During the period of employment with Ace fire services, your employment will stand terminated if you are in violation of any of the company policies and procedures.

8. Acceptance

If the above terms and conditions are acceptable to you, please return to us the duplicate copy of this letter duly signed signifying your acceptance of the terms and conditions set out here in.

9. Documents

You are required to submit a copy of various documents like Education certificates, Relieving letter from previous employer, PAN card copy, Address proof and 3 passport size photographs.

We look forward to a long & mutually beneficial association with you.

Yours truly

For Ace Fire Services,


Roopa N

Director

Salary details:

A	
Basic Salary	17100.00
HRA	6840.00
Conveyance Allowance	1600.00
Others	2960.00
Gross Salary	28,500.00
B	
PT	200.00
Total Deduction	200.00
Net Salary (A-B)	28,300.00

Accepted By:

Date:



PLACEMENT BIT <placements@bitmangalore.edu.in>

Fwd: Letter of Intent - Muavia Mohammed Muqtar - Ref. No.: 8504999

1 message

BITPlacements Mangalore <bitplacementsmangalore@gmail.com>

Sat, Dec 10, 2022 at 4:05 PM

To: placements@bitmangalore.edu.in

Regards,
Ashwini
Placement Manager
Bearys Institute of Technology & BIT - Polytechnic
Mangaluru
Ph. No. - 7259667744

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

From: **Muavia Mohammed Muqtar** <mcube577@gmail.com>

Date: Sat, Aug 24, 2019 at 6:44 PM

Subject: Fwd: Letter of Intent - Muavia Mohammed Muqtar - Ref. No.: 8504999

To: BITPlacements Mangalore <bitplacementsmangalore@gmail.com>, <bambina.chatterjee@gmail.com>

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

From: <careers@wipro.com>

Date: Thu, 22 Aug 2019, 16:29

Subject: Letter of Intent - Muavia Mohammed Muqtar - Ref. No.: 8504999

To: <mcube577@gmail.com>

Campus - Letter Of Intent**22-Aug-2019****Dear Muavia Mohammed Muqtar,**

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **System Administrator** which will be in the **Trainee Group A** of the organization.

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

Basic	7,340
HRA	3,670
Bonus	1,468
Wipro Benefits Plan (WBP)	2,830
Total Fixed Cash	15,308
PF (Employer Contribution)	1,221
Gratuity (5.31% of Basic)	390
Total Fixed Compensation	16,919
Other Compensation Benefits	
ESI (Employer Contribution)	498
Variable Pay	
Target Variable Pay	917
Target Cost to Company per month	18,334

Total Cost to Company per annum	2,20,008
--	-----------------

Kindly note this letter of intent shall be followed by a letter of appointment from us. Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Please login to your [Candidate Desktop](#) to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Global Campus Head

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. 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. www.wipro.com



Petrocon
Engineers & Consultants

Petrocon Engineers & Consultants



Mr. Mohammed Nowfal Saheb

25th Feb, 2019

OFFER OF APPOINTMENT

Dear Mr. Mohammed Nowfal Saheb

This has reference to your application and subsequent interview you had with us for a suitable opening in our organization.

1. We are pleased to offer you an appointment in our organization as **PIPING DESIGN ENGINEER**. Your Date of Joining is **Jul, 2019**, and in the event of failure to do so; this Offer of Appointment shall stand withdrawn.
2. Your Compensation shall be as per the Attached **Annexure 1**.
3. You will be posted at Mangalore. However your services are transferable to any place in the country or abroad or to any of the associates/ sister concern or its subsidiary, whether existing or acquired later on, at the sole discretion of the management.
4. You shall be on probation for a period of three months. You shall be confirmed in the organization's regular grade on successful completion of your probation period.
5. You will be governed by the Company rules, as amended from time to time. Your Leave and other benefits shall be in accordance with such rules.
6. On the day of joining, you are requested to contact the HRD Department for completion of your joining formalities and induction.
7. On the day of joining, please bring the documents mentioned in the attached **Annexure 2**.



MANGALORE • BANGALORE • HYDERABAD • DELHI • CHENNAI • DUBAI • AUSTRALIA

Ph: 0824-4253171, Cell: +91 9703767818, +91 9845290102 Email: info@petroconengineers.com



www.petroconengineers.com

AVEVA





Petrocon
Engineers & Consultants

Petrocon Engineers & Consultants



Please sign the duplicate copy of this letter (on each of the 2 pages), and annexure. 1, as a
Token of acceptance.

We will be proud to have you as member of our team.

With best wishes,

Yours sincerely,
For Petrocon Engineers & Consultants.

Authorized Signatory



Understood & Accepted

Signature:

Date:

MANGALORE • BANGALORE • HYDERABAD • DELHI • CHENNAI • DUBAI • AUSTRALIA

Ph: 0824-4253171, Cell: +91 9703767818, +91 9845290102 Email: info@petroconengineers.com



www.petroconengineers.com





Petrocon
Engineers & Consultants

Petrocon Engineers & Consultants



ANNEXURE-1

Name of the Employee:	Mohammed Nowfal Saheb	
Designation:	Junior Piping Designer	
Components	Compensation	
	In Indian Rupees	
	Monthly	Annual
Basic	11,400.00	
HRA	4,560.00	
Conveyance	2,520.00	
Special Allowance	1,520.00	
Total / Month	20,000.00	2,40,000.00

With best wishes

Yours sincerely,

Petrocon Engineers & Consultants.

Authorized Signatory



Understood & Accepted:

Signature:

Date:

MANGALORE • BANGALORE • HYDERABAD • DELHI • CHENNAI • DUBAI • AUSTRALIA

Ph: 0824-4253171, Cell: +91 9703767818, +91 9845290102 Email: info@petroconengineers.com



www.petroconengineers.com



ANNEXURE - 2

DOCUMENTS REQUIRED AT THE TIME OF JOINING:

Documents	Original	Photocopy
Relieving Letter from previous organization/ Resignation Acceptance Letter (if any)	✓	✓
Last Salary Slip / Complete Compensation Details (if any)	✓	✓
Xth Pass Certificate	✓	✓
University Degree	✓	✓
Identity Proof - Passport / Driving License / PAN Card	✓	✓
Passport Size Photographs (03 in all)	✓	

Please ensure that all the above mentioned documents are produced at the time of joining. Failure to produce them could result in delay in appointment into the organization.



MANGALORE • BANGALORE • HYDERABAD • DELHI • CHENNAI • DUBAI • AUSTRALIA

Ph: 0824-4253171, Cell: +91 9703767818, +91 9845290102 Email: info@petroconengineers.com

Ref : CEL/HR/OL/2019/04

Date : 10th April, 2019

Mr.Gundappa
26/1, Mogha, Chincholi (Tq),
Gulbarga.

Sub : Employment Offer Letter

We refer to your personal appearance for an interview with us on 10th April, 2019 and are glad to inform you that you are shortlisted for an employment opportunity in our Organisation.

As per prevailing Company rules, we hereby issue an offer letter to you.

Terms of our offer are as follows :

- Place of work : Mangalore
- Will be inducted as **"Trainee Engineer"** in **"Speciality Welding Dept"**
- Training Period : 1 year from the date of joining
- For the 1st three months, you will be undergoing intense training in your core area and no stipend will be paid during this period. From 4th month onwards, you will be paid a monthly consolidated stipend of Rs.10,000/-
- We are recognized by **"Board of Apprenticeship (BOAT)"**, a Central Govt Dept for providing training to fresh engineers. You need to register yourself with BOAT and by end of training period, you will receive a certificate from BOAT, which is an additional recognition for you. We will guide you thru' this process & no additional expenditure are involved for this
- During the training period, you may be assigned projects from time to time and if you succeed in completing the same, as per the requirements, you will receive additional incentives towards the same
- After successful completion of one year training period, you will be absorbed in the scale of **"Engineer"**, with an annual CTC of Rs.2,00,000/- to Rs.3,00,000/-, based on the performance evaluation during training

contd...2

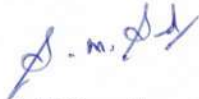
... 2 ...

- As you are exposed to high cost equipments during the training period, you are required to pay a "Security Deposit" of Rs.50,000/- (must be paid only in our Company Account, Caliper Engineering & Lab Pvt Ltd., CC A/c : 3448261000006, IFSC Code : CNRB0003448, Canara Bank, Adyar Branch, Mangalore) and this will be refunded to you at the end of un-eventful completion of your training period
- Acceptance of offer and security deposit has to reach us on or before 17th April, 2019
- Date of joining must be on or before 31st July, 2019
- Validity of the terms of this offer will not be altered under any circumstances and becomes null & void, beyond the above cut-off date(s)

We welcome you on board & wish you a great career !

Best regards,

For Caliper Engineering & Lab Pvt Ltd



S.M.Sunder
Chief Executive Officer



Offer: Computer Consultancy
Ref: TCSL/DT20222194745/Lucknow
Date: 05/04/2022

Mr. Mohammed Siddiq
6 Th Cross Chamunderhwari Extn Gandhinagar Tiptur,
Gandhinagar,
Tiptur Karnataka-572201,
Karnataka.
Tel# -

Dear Mohammed Siddiq,

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/DT20222194745

1



COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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



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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

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



months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



written permission of TCSL.

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

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



serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

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



18. Employment of Non Indian Citizens

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

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :



- *There is no criminal offence registered/pending against you
- *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.



24. Compliance to all clauses

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

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Mohammed Siddiq
Designation	Assistant System Engineer-Trainee
Institute Name	Bit Institute Of 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
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, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Offer Letter

30-04-2019

Ranjith T R
Bearys Institute Of Technology
Mangalore,Karnataka

Dear Ranjith :

We would like to congratulate you on being selected as **Trainee Engineer** position with **Technologies Global Pvt. Ltd**, effective **01-08-2019**. The whole team of Technologies Global Pvt. Ltd. is excited about your on-boarding !!

Your Major Training program will include **CAD, CAM, and CAE**. Duration is approximately will be 2-3 months.

As discussed during the selection process, this is an unpaid Academic Trainee during which you will be expected to:

1. Increase the technical knowledge and real time industrial exposure.
2. Maximize employability skill.
3. To cover the gap between college education and the fundamental requirements of industry.
4. Placement will be provided on fulfillment of following terms & Condition mentioned in this document.

Terms and conditions:

1. Trainee will maintain a regular schedule and attendance determined by the supervisor.
2. Trainee will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
3. Trainee will obey the policies, rules and regulations of the company site and comply with the company's business practices and procedures.
4. Trainee will furnish his/her supervisor with all necessary information pertaining to his/her unpaid Trainee, including related assignments and reports.
5. Under no circumstances will Trainee leave the Organization without first conferring with Trainee's supervisor.
6. Company is not liable for injury sustained or health conditions that may arise for the Trainee during the Training.
7. Company may at any time terminate the Trainee on breaking the cardinal rules (like involvement of any sexual harassment or any activity which hamper the wellbeing of organisation social atmosphere) without notice or cause.

Offer Letter

8. Your Training will include learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge.
9. Just qualifying to be part of training program will not guarantee the employment unless the participants clear the post industry oriented assessment& following mandatory performance parameters.
 - a. Traineeship attendance : 100%
 - b. Assignment rating : 80%+ (A+). If not candidates need to re - attempt and submit.
 - c. Soft skill attendance: 100% and Soft-skill assessment rating 80% +
 - d. Candidates should be flexible with technical and other personnel of TECHNOLOGICS in guiding principles of quality improvement with proactive feedback and support.
 - e. Good code of conduct.
10. Based on the post assessment result Technologies Global will either hire for Internal requirement or for our client companies.
11. During the time of posting candidates should take the responsibility of negotiating all service level agreements effectively with employers.

Congratulations and we look forward you to take this opportunity as turning point of your career.

Please review, sign and mail to confirm acceptance.

Trainee

For Company

Date

Title

LETTER OF UNDERTAKING

I, **Ashfaq Masood**, Aged 22 Years, 1/131, Barikere, Kota Thattu, Udupi. Pursuant to my selection & appointment as SBM/FW/PR for onsite Plant Shut down assignment at Expertise Contracting Co. in Saudi Arabia, for a basic salary of SAR 1200 + OT, per Month, do hereby execute this Letter of Undertaking in favor of M/s Cygnus Solutions agree and hereby giving my full consent as follows

1. I hereby agree to serve the company for a minimum period of 6 months commencing from the date of execution of this LOU.

a) If I fail to travel after the Visa Stamping, I undertake to compensate the company by payment of Rs. 100,000/- .

b) If I wish to come back before the completion of project, at my own will, then I undertake to compensate the company by the payment of Rs 200,000 /-

c) In case if the shutdown project ends before the stipulated time, company has the liberty to relieve the employee and will send them back from work.

2. I do hereby agree to the existing rules and regulations of the "Expertise Contracting Co." and rules and regulations framed / amended from time to time.

3. If I want to leave the company before completion of said period it is the management discretion to relive me. However, if the company is not satisfied with my performance the company is at liberty to terminate my service at any time.

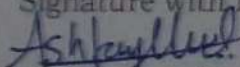
4. I do hereby undertake that during the tenure of my working with the "Expertise Contracting Co.", I shall serve the company faithfully and diligently, devote my whole time and shall comply with all directions and orders of the company and / or its Officers and / or authorities under whom my services are placed by the Company from time to time. Further I shall not divulge or disclose any of the secrets of the Company and engage myself and / or have any concern with any other firm / Company or business or organization at any time during the tenure of my service with the company. In case I found guilty of committing insubordination, insult or disobedience to any of my superiors, gross neglect of work, non-performance, carelessness, damage of equipment, interfering with the records of the Company etc., I shall be liable for any disciplinary action including dismissal by the "Expertise Contracting Co." and in such event the "Expertise Contracting Co." shall not liable to pay to me any compensation.

5. The Expertise Contracting Co. will be bearing the following expenses on behalf of the employee for onsite assignments.

d. Visa b. 2-way Travel Expenses c. Food & Accommodation

I declare that I am executing this LOU in favor of Cygnus Solutions with my own will and consent in presence of the following witnesses on 24-12-2019 at Cygnus Solutions, Mangalore.

Signature with Name, address & PP number

 Ashfaq Masood, 1-131, Barikere, kotathattu, kota, Udupi. Pin-576221

Witnesses (with address & Relationship to the candidate)

Ibrahim Saheb kota. (Father)

1. 1-131, Barikere, kotathattu

kota, Udupi. PIN - 576221

Fareedha Begum (Mother)

2. 1-131, Barikere, kotathattu

kota, Udupi. PIN - 576221

PPNO - 59356925

OCEAN WINGS COMPANY



Business Unit

Document Ref No.:

Rev. No.
00

Effective Date

Page No.

President & CEO Office

FM DIV00-0001

01 October 2016

1 of 1

TEMPORARY OFFER LETTER

REF.: /HRA/0258

Date: 29 / DEC / 2021

93252

Dear : MR. ABDUL ARIS
Nationality : Indian
Passport No : U1882828

We are pleased to present to you our offer of employment with the M/s. **Ocean Wings Company Ltd** based on the following employment terms and conditions. Please review this summary of terms and conditions for your anticipated employment with us.

Sl-no	Descriptions	Entitlements
1	Visa Status	Short Term
2	Position's Title	TRAINEE ENGINEER
3	Basic Salary	SR 2500/- (FIXED)
4	Overtime	Not Applicable
5	Accommodation & Food	Provided by the Company
6	Transportation Facility	Provided by the Company
7	Employment contract duration	(3) Month (Can be Extended to 6 months or more)
8	Air Tickets	Round Tickets Provided by Company

BASIC TERMS:

- All the above subject and terms will be governed as per the company policies time to time implemented.
- The offer is subject to your **Short Term work Visit visa endorsement** requires approval from the concerned respective state authorities.
- Upon acceptance of the offer, a formal contract between you and the Company (**Ocean Wings Company Ltd**) will be drawn up in accordance with the labor regulations of the Kingdom of Saudi Arabia.
- All other terms and conditions are according to Saudi Labor Law and Board Resolution No. 01, s. 2014 of Expertise Board of Directors.
- You are required to provide us copies of following documents, your Passport, Academic Certificates, Relieving letter (if available) on your arrival & joining our company at our HRA
- Should you accept this offer letter, we look forward to having you in our organization and we are confident that this will result in a mutually advantageous relationship. Should you have any queries, please do not hesitate to contact the under-signed.

Corporate OD Manager

Vice President (H.R./Ops)

President

ABDUL ARIS

Employee Name & Surname


Employee Signature

Expected Joining Date



JOB OFFER

العرض الوظيفي

The Job Offer is an integral part of the Employee Contract (Employment Agreement)	العرض الوظيفي يعتبر جزءاً لا يتجزأ من عقد العمل (اتفاقية عمل)
Date: 31 / 05 /2021	التاريخ: ٢٠٢١ / ٠٥ / ٣١
Dear Ubaidulla Hassan Rizwi	عزيزي عبيد الله حسن رزوي
We are pleased to confirm our job offer of appointment to the position of:	نحن سعداء لتأكيد عرضنا الوظيفي لتعيينك في منصب:
Operations Specialist	مشرف عمليات
with Cold Chain Packing & Logistics, reporting to:	مع شركة كولد شين للخدمات اللوجستية والتغليف، تحت إشراف:
Shible Khader Operations Supervisor	السيد/شبل خضر
and Mr. Nabil Awan General Manager	و نبيل أوان المدير العام
Dept: Logistics Operations	الإدارة: العمليات
This offer of appointment is valid for 15 days	هذا العرض الوظيفي للتعيين صالح لمدة 15 أيام،
This offer is an integral part of the Employee Contract (Employment Agreement), which will be signed between the employee and the Company, and this offer is final and supersedes any previous agreements or negotiations	هذا العرض هو جزء لا يتجزأ من "عقد العمل" (اتفاق العمل)، الذي سيتم توقيعه بين العامل والشركة، وهذا هو العرض النهائي وهو يلغي ويحل محل أية اتفاقيات سابقة أو مفاوضات.
The Company reserves the right and discretion to unilaterally, extend this job offer in writing at its sole discretion	تحتفظ الشركة بالحق وحرية التصرف من جانبها فقط في عملية تمديد هذا العرض الوظيفي من عدمه بحسب تقديرها.
During your service in the Kingdom of Saudi Arabia, you will be covered by your Employee Contract (Employment Agreement) with Cold Chain Packing, supplemented by your job offer specific terms and conditions as specified below:	أثناء خدمتك في المملكة العربية السعودية سوف يكون عقد العمل الخاص بك (اتفاقية العمل) مع كولد شين باكينج هو المظلة القانونية التي ستعمل من خلالها، تكملها أحكام وشروط محددة بحسب عرضك الوظيفي كما هو محدد أدناه:

Page	Employee Initial	Employer Initial
1 of 3		



Duration of Contract	One (1) Year	مدة العقد
Place of Employment	10-14-666, J M Road 44 Bunder, Mangaluru City Postal Code 575001, Karnataka, India	مكان العمل
Employee's Name	Ubaidulla Hassan Rizwi	أسم الموظف
Job Title	Operations Specialist	المسمى الوظيفي
Department	Logistics Operations	الإدارة
Nationality	Indian	الجنسية
Passport Number	T7544266	رقم الجواز
Marital Status	Single	الحالة الاجتماعية
No. of Children	N/A	عدد الأطفال
Package & Benefits for this position is as follows:		إجمالي الراتب والمزايا والمنافع لهذه الوظيفة كالتالي:
Basic Salary	USD 300.00	الراتب الأساسي
Accommodation (40% of basic)	USD 120.00	بدل السكن
Transportation	USD 80.00	بدل المواصلات
Medical Allowance	USD 50.00	بدل طبي
Leave Travel Allowance (LTA)	USD 50.00	بدل اجازة سفر
Total Monthly Salary	USD 600.00	إجمالي الراتب الشهري
GOSI Deduction %	N/A	خصم % قيمة اشتراك التأمينات
Net Salary Package	USD 600.00	صافي إجمالي الراتب
Annual Leave	30 Calendar days per annum	الإجازة السنوية
Air Tickets	N/A	التذاكر
Medical Insurance	N/A	التأمين الطبي
Working Hours	8am-5pm Sunday to Thursday or as per job demand or requirement	أوقات العمل
Probation period	N/A	فترة التجربة

Page	Employee Initial	Employer Initial
2 of 3		



If you accept this job offer please retain one copy of the Job Offer and Employee Contract (Employment Agreement), also, kindly sign both of them, initial each page and return the 2nd copy to indicate your acceptance of the appointment.	إذا قبلت بهذا العرض الوظيفي فيرجى الاحتفاظ بنسخة من العرض الوظيفي وعقد العمل (اتفاق العمل)، يرجى أيضاً التوقيع والتأشير على كل النسخ وكل صفحة وإعادة النسخة الثانية من هذا العرض لتشير إلى موافقتك على التعيين وقبول العرض الوظيفي.	
Note: This offer is void in the absence of acceptance or commencement of work in accordance to the starting date agreed upon.	ملاحظة: هذا العرض يعتبر لاغياً في حالة عدم وجود قبول منكم او عدم البدء بالعمل وفق التاريخ المباشرة المتفق عليه.	
We look forward to your acceptance of our offer and welcoming you to Cold Chain Packing & Logistics.	ونحن نتطلع إلى موافقتك على عرضنا والترحيب بكم في "كولد شين باكينج".	
Should you have any queries, please contact me.	إذا كان لديك أية استفسارات، يرجى الاتصال بي.	
Yours sincerely,	مع خالص التحية،	
Nabil Awan General Manager	نبيل رحمن اوان ألمدير العام	
Signature		التوقيع
Company Stamp (Seal)		ختم الشركة

Offer Acceptance:	قبول العرض:	
I, Ubaidulla Hassan Rizwi	أنا، عبيد الله حسن رزوي	
I understand and agree with the terms and conditions of my employment with Cold Chain Packing & Logistics as outlined above and contained in my contract (Employment Agreement).	أتفهم وأوافق على جميع الشروط والأحكام وظروف العمل التي أبرمتها مع كولد شين على النحو المبين أعلاه والوارد في عقدي، عقد العمل (اتفاقية العمل).	
Signature	التوقيع	
Agreed Start Date	01/06/2021	تاريخ المباشرة المتفق عليه
Actual Start Date		تاريخ المباشرة الفعلي للعمل

Page	Employee Initial	Employer Initial
3 of 3		

LETTER OF UNDERTAKING

I, Mohammad Irfan, Aged 23 Years, Antepuni House, Post Padnur, Puttur. Pursuant to my selection & appointment as SBM/FW/PR for onsite Plant Shut down assignment at Expertise Contracting Co. in Saudi Arabia, for a basic salary of SAR 1200 + OT, per Month, do hereby execute this Letter of Undertaking in favor of M/s Cygnus Solutions agree and hereby giving my full consent as follows

1. I hereby agree to serve the company for a minimum period of 6 months commencing from the date of execution of this LOU.

- a) If I fail to travel after the Visa Stamping, I undertake to compensate the company by payment of Rs. 100,000/-.
- b) If I wish to come back before the completion of project, at my own will, then I undertake to compensate the company by the payment of Rs 200,000 /-
- c) In case if the shutdown project ends before the stipulated time, company has the liberty to relieve the employee and will send them back from work.

2. I do hereby agree to the existing rules and regulations of the "Expertise Contracting Co." and rules and regulations framed / amended from time to time.

3. If I want to leave the company before completion of said period it is the management discretion to relive me. However, if the company is not satisfied with my performance the company is at liberty to terminate my service at any time.

4. I do hereby undertake that during the tenure of my working with the "Expertise Contracting Co.", I shall serve the company faithfully and diligently, devote my whole time and shall comply with all directions and orders of the company and / or its Officers and / or authorities under whom my services are placed by the Company from time to time. Further I shall not divulge or disclose any of the secrets of the Company and engage myself and / or have any concern with any other firm / Company or business or organization at any time during the tenure of my service with the company. In case I found guilty of committing insubordination, insult or disobedience to any of my superiors, gross neglect of work, non-performance, carelessness, damage of equipment, interfering with the records of the Company etc., I shall be liable for any disciplinary action including dismissal by the "Expertise Contracting Co." and in such event the "Expertise Contracting Co." shall not liable to pay to me any compensation.

5. The Expertise Contracting Co. will be bearing the following expenses on behalf of the employee for onsite assignments.

- dd) Visa
- b. 2-way Travel Expenses
- c. Food & Accommodation

I declare that I am executing this LOU in favor of Cygnus Solutions with my own will and consent in presence of the following witnesses on 24-12-2019 at Cygnus Solutions, Mangalore.

Signature with Name, address & PP number

Mohammad Irfan, Antepuni house, Post Padnur, Puttur, D.K.

Witnesses (with address & Relationship to the candidate)

1. Ismail A, Antepuni house, Post Padnur, Puttur D.K

Relation :- Father

2. Zohra, Antepuni house, Post Padnur, Puttur D.K.

Relation :- Mother



#6 - 146/17, Karnire Tower

Kottara Chowki

Mangalore - 575 006 info@cygnussolutions.in

LETTER OF UNDERTAKING

I, **Mohammed Rafeeq S**, Aged 22 Years, Madani Manzil, Kodlamogaru Post, Majirpalla, Hosangadi, Kasargod. Pursuant to my selection & appointment as SBM/FW/PR for onsite Plant Shut down assignment at Expertise Contracting Co. in Saudi Arabia, for a basic salary of SAR 1200 + OT , per Month, do hereby execute this Letter of Undertaking in favor of M/s Cygnus Solutions agree and hereby giving my full consent as follows

1. I hereby agree to serve the company for a minimum period of 6 months commencing from the date of execution of this LOU.

- If I fail to travel after the Visa Stamping, I undertake to compensate the company by payment of Rs. 100,000/- .
- If I wish to come back before the completion of project, at my own will, then I undertake to compensate the company by the payment of Rs 200,000 /-
- In case if the shutdown project ends before the stipulated time, company has the liberty to relieve the employee and will send them back from work.

2. I do hereby agree to the existing rules and regulations of the "Expertise Contracting Co." and rules and regulations framed / amended from time to time.

3. If I want to leave the company before completion of said period it is the management discretion to relive me. However, if the company is not satisfied with my performance the company is at liberty to terminate my service at any time.

4. I do hereby undertake that during the tenure of my working with the "Expertise Contracting Co.", I shall serve the company faithfully and diligently, devote my whole time and shall comply with all directions and orders of the company and / or its Officers and / or authorities under whom my services are placed by the Company from time to time. Further I shall not divulge or disclose any of the secrets of the Company and engage myself and / or have any concern with any other firm / Company or business or organization at any time during the tenure of my service with the company. In case I found guilty of committing insubordination, insult or disobedience to any of my superiors, gross neglect of work, non-performance, carelessness, damage of equipment, interfering with the records of the Company etc., I shall be liable for any disciplinary action including dismissal by the "Expertise Contracting Co." and in such event the "Expertise Contracting Co." shall not liable to pay to me any compensation.

5. The Expertise Contracting Co. will be bearing the following expenses on behalf of the employee for onsite assignments.

- Visa
- 2-way Travel Expenses
- Food & Accommodation

I declare that I am executing this LOU in favor of Cygnus Solutions with my own will and consent in presence of the following witnesses on 24-12-2019 at Cygnus Solutions, Mangalore.

Signature with Name, address & PP number

Witnesses (with address & Relationship to the candidate)

1.

2.



LETTER OF UNDERTAKING

1. **Muhammad Fayaz NH**, Aged 22 Years, Neharu Nagar House, Narikombu Village & Post, Bantwal TQ, Pursuant to my selection & appointment as SBM/FW/PR for onsite Plant Shut down assignment at Expertise Contracting Co. in Saudi Arabia, for a basic salary of SAR 1200 + OT, per Month, do hereby execute this Letter of Undertaking in favor of M/s Cygnus Solutions agree and hereby giving my full consent as follows

1. I hereby agree to serve the company for a minimum period of 6 months commencing from the date of execution of this LOU.

a) If I fail to travel after the Visa Stamping, I undertake to compensate the company by payment of Rs. 100,000/-

b) If I wish to come back before the completion of project, at my own will, then I undertake to compensate the company by the payment of Rs 200,000 /-

c) In case if the shutdown project ends before the stipulated time, company has the liberty to relieve the employee and will send them back from work.

2. I do hereby agree to the existing rules and regulations of the "Expertise Contracting Co." and rules and regulations framed / amended from time to time.

3. If I want to leave the company before completion of said period it is the management discretion to relive me. However, if the company is not satisfied with my performance the company is at liberty to terminate my service at any time.

4. I do hereby undertake that during the tenure of my working with the "Expertise Contracting Co.", I shall serve the company faithfully and diligently, devote my whole time and shall comply with all directions and orders of the company and / or its Officers and / or authorities under whom my services are placed by the Company from time to time. Further I shall not divulge or disclose any of the secrets of the Company and engage myself and / or have any concern with any other firm / Company or business or organization at any time during the tenure of my service with the company. In case I found guilty of committing insubordination, insult or disobedience to any of my superiors, gross neglect of work, non-performance, carelessness, damage of equipment, interfering with the records of the Company etc., I shall be liable for any disciplinary action including dismissal by the "Expertise Contracting Co." and in such event the "Expertise Contracting Co." shall not liable to pay to me any compensation.

5. The Expertise Contracting Co. will be bearing the following expenses on behalf of the employee for onsite assignments.

ee) Visa b. 2-way Travel Expenses c. Food & Accommodation

I declare that I am executing this LOU in favor of Cygnus Solutions with my own will and consent in presence of the following witnesses on 24-12-2019 at Cygnus Solutions, Mangalore.

Signature with Name, address & PP number

Witnesses (with address & Relationship to the candidate)

LETTER OF UNDERTAKING

1. **Mohammad Suhail**, Aged 23Years, Door No-18/22, Reliamath Manzil, Sikkaragady Panemangalore Post, Bantwal Taluk, Dakshina Kannada . Pursuant to my selection & appointment as SBM/FW/PR for onsite Plant Shut down assignment at Expertise Contracting Co. in Saudi Arabia, for a basic salary of SAR 1200 + OT . per Month, do hereby execute this Letter of Undertaking in favor of M/s Cygnus Solutions agree and hereby giving my full consent as follows

1. I hereby agree to serve the company for a minimum period of 6 months commencing from the date of execution of this LOU.
 - a) If I fail to travel after the Visa Stamping, I undertake to compensate the company by payment of Rs. 100,000/- .
 - b) If I wish to come back before the completion of project, at my own will, then I undertake to compensate the company by the payment of Rs 200,000 /-
 - c) In case if the shutdown project ends before the stipulated time, company has the liberty to relieve the employee and will send them back from work.
2. I do hereby agree to the existing rules and regulations of the "Expertise Contracting Co." and rules and regulations framed / amended from time to time.
3. If I want to leave the company before completion of said period it is the management discretion to relieve me. However, if the company is not satisfied with my performance the company is at liberty to terminate my service at any time.
4. I do hereby undertake that during the tenure of my working with the "Expertise Contracting Co.", I shall serve the company faithfully and diligently, devote my whole time and shall comply with all directions and orders of the company and / or its Officers and / or authorities under whom my services are placed by the Company from time to time. Further I shall not divulge or disclose any of the secrets of the Company and engage myself and / or have any concern with any other firm / Company or business or organization at any time during the tenure of my service with the company. In case I found guilty of committing insubordination, insult or disobedience to any of my superiors, gross neglect of work, non-performance, carelessness, damage of equipment, interfering with the records of the Company etc., I shall be liable for any disciplinary action including dismissal by the "Expertise Contracting Co." and in such event the "Expertise Contracting Co." shall not liable to pay to me any compensation.
5. The Expertise Contracting Co. will be bearing the following expenses on behalf of the employee for onsite assignments.
 - a. Visa
 - b. 2-way Travel Expenses
 - c. Food & Accommodation

I declare that I am executing this LOU in favor of Cygnus Solutions with my own will and consent in presence of the following witnesses on 24-12-2019 at Cygnus Solutions, Mangalore,

Signature with Name, address & PP number

Witnesses (with address & Relationship to the candidate)

1.

2.





Date: 1-Sept-21

Name: **Abdul Rahiman**
rahimanabdul981@gmail.com
Email ID: **rahimanabdul981@gmail.com**
Mob No: **9972610783**

Offer Letter

Dear Abdul

Congratulations! Lido Learning is pleased to extend you a conditional offer of employment for the position of **Business Development Associate - Field Sales**.

Out of the many candidates you are selected to join the LIDO Learning to work at **India's Top Live Online Classes Platform**. We are excited for you to formally begin working with us.

Salary: We confirm offering annual compensation of **900000 (Nine Lakhs)** comprising Basic component of **INR 400000/-** and a variable component of **INR 400000/-** per annum and a retention bonus of **100000/-**.

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 1st week of the subsequent month. The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

Timings: You will observe the timings prevalent in the establishment or establishments where your services are made use of. The normal working days are Wednesday through Monday (Sales Shift). You will be required to work for such hours as necessary for the proper discharge of your duties to the Company.

Work Location: While the **21** days of training will be remote and online, post certification you are expected to report to work at our **Bangalore** office. On successful completion of On Job Training certification you will be granted two days to relocate to your base location. The role will include field operation, travelling and in-person sessions with prospective clients.

Trainings: The 21 days of training includes 8 days of dedicated instructional sessions on the product, platform and processes. With Day 9 being an off, the candidate will have Day 10 to Day 21 to meet the certification criteria, this will be their OJT or On the Job Training Period.

Probation Period: You will be on probation for 90 Days during which your performance will be reviewed however you are expected to clear the On the Job Training (OJT) Certification in 21 days. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof.

Covid Protocols: You are expected to take personal responsibility when it comes to vaccination and follow Covid safety protocols when reporting to your work location.

By accepting this offer your training will commence from **14-Sep-21**. You will be absorbed with a full time employment contract subject to clearance of all the assessments during the training program successfully, failing

which leads to termination of contract at any stage of the training program with no obligation from both the parties.

If you aren't certified during the training period this offer shall stand revoked and the organization is not liable to compensate during this period.

This job offer is contingent upon the following:

- ✓ Completion of a satisfactory background check.
- ✓ Passing the classroom training wherein working laptop with good microphone and camera and data connection are essential
- ✓ Clearing the On Job Training (OJT) certification
- ✓ Execution of an employment/non-compete/confidentiality agreement.

Once the above contingencies are successfully completed and you have submitted the statutory KYC documents namely PAN, Aadhar and Bank Account details then you will be appointed as a full time employee as per the offered role. Failure to provide appropriate documentation before completion of training will result in immediate termination of employment in accordance with the terms of contract.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to termination without prior notice.

Indemnity: You agree to defend and hold harmless the company and its officers, directors, employees, agents, successors and assigns of the company ("Indemnified Parties") from and against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs or expenses of whatever kind, including reasonable attorneys' fees and the costs incurred by such the company or Indemnified Parties that arise out of or relate to any breach of any of its representations, warranties, covenants or obligations.

You agree that in no event, and at no time during the Term of this Agreement or at any time thereafter, shall disparage, denigrate, slander, libel or otherwise defame the company, its businesses, services, employees, personnel, agents, or representatives.

Non-Compete. You shall ensure that during the Non-Compete Period, refrain from directly or indirectly (including but not limited to as an employee, consultant, independent contractor, partner, shareholder, member or in association with any other Person or in any other capacity) carrying on, setting up, soliciting on behalf of, rendering any services to, engaging in, guaranteeing any obligations of, extending credit to, or having any ownership interests in or other affiliation in any Competing Business within the territory of India.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Schedule I

Schedule -1			
Name:	Abdul Rahiman rahimanabdul981@gmail.com		
Designation:	Business Development Associate		
Department:	Sales		
(A)	Salary Components	INR (p.m.)	INR (p.a.)
I	Basic	13333	160000
II	HRA	6667	80000
III	LTA	2778	33333
IV	Book and Periodicals	1500	18000
V	Communication Reimbursement	1500	18000
VI	Special Allowance	5756	69067
GROSS INCOME		31533	378400
(B)	RETIRALS		
I	Provident Fund (Employer's Contribution)	1800	21600
Total (A+B)		33333	400000
(C)	Annual Variable (Incentive) (Maximum Payable)	-	400000
COST TO COMPANY (A+B+C)		33333	900000

Retention bonus

Rs 1 LPA Retention bonus for the candidates, paid as part of monthly salary or in kind, after OJT certification and on quarterly basis as follows:

Payout	Indicative Amount	Eligibility
After OJT	Rs 5000	1st active day at the assigned office location (online reporting in case of "Work from Home" roles)
1st Quarter	Rs 15000	72 active days in system
2nd Quarter	Rs 20000	144 active days in system
3rd Quarter	Rs 30000	216 active days in system
4th Quarter	Rs 30000	288 active days in system

*Active days is calculated as any day on which the employee gets attendance

Note:

There will be a minimum input criteria eg talk-time, task completion and customer conductions to earn a daily attendance basis which the monthly salary will be processed. The organization reserves the right to change policies based on the business requirements from time to time.

You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Payout for Training Cum Certification period

The company is committed to investing its resources in the training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills obtained during Training to maximize the positive impact of the learnt skills in your assigned key results. Only those candidates who get certified in the training evaluation will be appointed in the organization. Considering the significant investment that the training represents, only those who earn training certification will be paid for the training cum evaluation period . However, If you don't qualify the training certification or quit the training mid-way then neither you nor the company is liable to compensate for the training cum certification period.

Please indicate your acceptance of our offer by signing below and returning one copy of the letter to me no later than **13-Sept-21** If you have any questions about this offer, write back to us at **recruitment.support@lidolearning.com**

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Sincerely,
On Behalf of Lido Learning

Sahil Sheth
Authorized Signatory

I have read and understood the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with Quality Tutorial Pvt Ltd (Lido Learning) is considered at will, meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice.

This offer shall remain open until **13-Sept-21** Any acceptance postmarked after this date will be considered invalid.

Date: Sep 02, 2021

Signature: _____





Head Office & Manufacturing Facility:

AAE FZE

T5-25, SAIF Zone, Sharjah – UAE, T: +9716 552 9353

E: sales@armouren.com, W: www.armouren.com

June 17, 2021

To: MOHAMMED SHAROOK

Subject: EMPLOYMENT OFFER

With reference to your application and subsequent interview, with the undersigned we are pleased to propose an offer of employment at AAE FZE, with the following terms and conditions:

- **Designation:** QC
- **Reporting Manager:** Rodrigo Silva
- **Basic Salary:**
- **Accommodation Allowance:**
- **Transportation Allowance:**
- **Total Salary:** Contract: Unlimited Contract in SAIF ZONE.
- **Probation Period:** 3 months starting from Joining Date and Extend to 6 months, as necessary. During this period, if your performance is not satisfactory, AAE FZE may terminate your employment without Notice.
- **Employment Visa:** Based on your performance review and suitability, AAE FZE will provide Employment Visa, Medical expenses and all other expenses related to process your Visa.
- **Vacation Leave:** Eligibility after 12 months of service, a period of 30 calendar days as per free zone regulations. (equivalent to 22 AAE working days).
- **Air Passage:** 1 return economy flight to home country after 12 months of service from Annual Contract Date.
- **Medical Insurance:** Medical Insurance for employee only, after receive VISA and Emirates ID.
- **Hours of Work:** Sunday to Thursday – 8.00 am to 6:00 pm (Night Shift and additional hours and Weekend Overtime work may be required at times.)
- **Resignation:** At least 30 days' notice shall be served as notice period before end of service.
- **Validity:** This Offer Letter is valid only up to June 20, 2021 and will be automatically Cancelled if we do not received confirmation on your acceptance.
- If you wish to accept this offer, as outlined above please sign and return the copy of contract to us. We look forward to having you with us as a valued member of AAE FZE Team.

Yours Sincerely,

HR:
Anthony Larios

Quality Control Manager:
RODRIGO SILVA

Operations Manager:
DALE JOUBERT

For AAE FZE:
Applicant Acceptance:
NAME & SIGNATURE
MOHAMMED SHAROOK B

DATE: 17/06/2021

Date of Joining: 27/06/2021

Contractors's Registration Card
KERALA STATE
FORM 111



1 . Registration No : **PWD/CIVIL/2298/2021-2022**
2 . Name : **MOHAMMED SHUHAIL B A**
3 . License Type (Individual/ Firm) : **INDIVIDUAL APPLICANT**
4 . PAN : **FTHPM3116A**
5 . Address : **S/o Ahamad C H**
S S House,Cherkala
Chengala
671541
6 . License Category : **CIVIL-C**
7 . This registration is valid/ renewed from : **22-12-2021**
8 . This registration is valid up to : **31-03-2024**
9 . Registration card issued from : **Roads Division Kasaragod**
10 . Actual date of Registration : **22-12-2021**

Digitally signed by Vinod Kumar K P
Date:2021.12.22 10:06:34 +05:30

Executive Engineer
Roads Division Kasaragod

Note:

1. This Registration card is to be renewed every three years
2. Renewel applications are to be submitted in the prescribed form before the 1 st January of every year together with an up to date income tax clearence certificate and fee for Rs as per rules (Non refundable)
3. Renewel applications will however be consider for a further period of one month, ie. 31 st January of every year, provided they are accompanied by a fine of Rs as per rules.
4. While tendering for a work number of registration card shall inavriably be referred to produced when called for.

Contractor's Registration Card KERALA STATE FORM 111 Reg no :PWD/CIVIL/2298/2021-2022 Name :MOHAMMED SHUHAIL B A License Type :INDIVIDUAL APPLICANT PAN :FTHPM3116A Category :CIVIL-C		Address :S/o Ahamad C H S S House,Cherkala Chengala 671541 valid from :22-12-2021 valid up to :31-03-2024 Executive Engineer issued on:22-12-2021Roads Division Kasaragod	
--	--	--	--

15th NOV 2022

EMPLOYMENT CERTIFICATE

This is to certify that Mr. **Nihad Ahmed** with employee ID# C1585740 was an employee of the company, CHINA TIANCHEN ENGINEERING CORPORATION from the period of **Aug 2021 to Dec 2022** as a **Piping/Welding QA/QC Inspector** with **SABIC E&PM** site project for **Al-Bayroni Urea Enviroment Project**.

This certificate is issued to him upon the request for whatever legal purpose it may serve.

We at CHINA TIANCHEN ENGINEERING CORPORATION wish him for all the success in his future endeavors.

For and behalf of
 CHINA TIANCHEN ENGINEERING CORPORATION

吴江亮
 Mr. Hongliang Wu
 PROJECT MANAGER
 TCC(CHINA TIANCHEN ENGINEERING CORPORATION)
 SAFCO/Al-Bayroni Urea Enviroment Project





PRODESTA Technologies

PT/03-2022/108

Date: 14th March 2022

Mr. Vinod Kumar

S/O Jayarama Raj, 6-190,
Perlada Bailu, Salethur Post,
Kolnadu, Dakshina Kannada,
Karnataka – 574323.

Dear Mr. Vinod Kumar,

Work Assignment Letter

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

1. You will be designated as **CAD Engineer – Fulfillment Dept** and will be deputed to work at our client **M/s. Buhler India Pvt. Ltd., Bangalore.**
2. You will be on contract for period of one year, however it can be extended based on clients requirement.
3. You shall join us on **14th March 2022**, or else this offer stand cancelled if you don't join us on or before the schedule date.
4. During your employment, you will work at the premises of our client and render service to them. Your employment with us is subject to the terms contained in the letter of engagement that you have executed on **14th March 2022.**
5. In day today functioning or carrying out responsibilities, you will receive instructions from the client and will undertake to abide by any suggestions, etc given by any assigned persons and will be bound by their rules & regulations.
6. You shall be bound to follow the working hours of client.
7. You will be entitled to all other statutory benefits wherever applicable during the Service period.
8. Either party can terminate this arrangement during the existence of a work assignment as per the terms laid out in the letter of engagement.

Note:

- A) Leaves have to be updated in Leave form.
- B) EL and CL type of Leaves cannot be clubbed together

Corporate Office:

No. 39/1, 2nd Floor, 3rd Cross,
1st Phase, 2nd Stage, Chandra Layout,
Bengaluru - 560 040
Mob: +91 91080 01811
Email: info@prodesta.in, web: prodesta.in

Branch Office:

Shop No. 7, No. 46, 1st Floor, 14th Cross,
2nd Stage, 4th Phase, Peenya Industrial Area,
Bengaluru - 560 058
Mob: +91 91080 01811
Email: info@prodesta.in, web: prodesta.in



PRODESTA Technologies

1/2 day leave is permitted only for CL (Casual Leave) and NOT permitted in EL (Earned Leave)

D) For a year you are eligible for 21 PL (Privilege Leave) and 7 CL (Casual Leave)

Details of your salary break up are as given below:

Name	Vinod Kumar	
Employee No	PT/03-2022/108	
Designation	CAD Engineer – Fulfillment Dept	
DOJ	14 March 2022	
Monthly Gross Salary	28,000	
Earnings	Monthly	Annual
Basic	15010	1,80,120
HRA	7505	90,060
Conveyance	5485	65,820
Medical Reimbursement	0	0
Special Allowance		0
Total	28,000	3,36,000
PF Employer Contribution	1800	21,600
ESI Employer Contribution	0	0
Bonus (As per company policy)		28,000
Gratuity	720.48	8,646
Total CTC	30,520	3,94,246
Deduction Part		
PF Employee Contribution	1800	21,600
PT	200	2,400
ESI Employee Contribution	0	0
Total	2000	24,000
Net Salary:	26,000	3,12,000

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

We take this opportunity to wish you the very best in your tenure with Prodesta Technologies.

Yours Sincerely,
For Prodesta Technologies,

Authorised Signatory

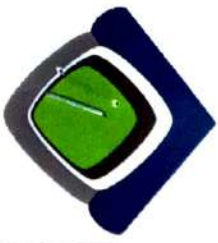


Please indicate your acceptance of the terms by signing and returning the duplicate copy hereof.

NAME:

Corporate Office:
SIGNATURE WITH DATE:
No. 39/1, 2nd Floor, 3rd Cross,
1st Phase, 2nd Stage, Chandra Layout,
Bengaluru - 560 040
Mob: +91 91080 01811
Email: info@prodesta.in, web: prodesta.in

Branch Office:
Shop No. 7, No. 46, 1st Floor, 14th Cross,
2nd Stage, 4th Phase, Peenya Industrial Area,
Bengaluru - 560 058
Mob: +91 91080 01811
Email: info@prodesta.in, web: prodesta.in



PRODESTA Technologies

Ref: PT/03-2022/108

Date: 14th March 2022

Mr. Vinod Kumar

S/O Jayarama Raj, 6-190,
Perlada Bailu, Salethur Post,
Kolnadu, Dakshina Kannada,
Karnataka – 574323.

Ref: Contract of Service for Fixed Duration

1. As you are aware, Prodesta Technologies is involved in the business of providing services to manage key business processes of the Clients/Business Partners. We wish to confirm your registration with us for the purpose of selection to perform any service (Work Assignment) that may be required by our clients ("Customers").
2. It is understood that mere registration with Prodesta Technologies does not guarantee you any Work Assignment and is subject to selection by Prodesta Technologies and/or its Customers. Prodesta Technologies may offer to engage you to perform specific Work Assignments from time to time for any of its Customers at a specified location and you may choose to accept such offer at your discretion.
3. The terms of this letter ["Engagement Letter"] shall govern your relationship with Prodesta Technologies now and in the future. Each Work Assignment will be governed by the terms, of this letter and the specific Work Assignment Letter. In the event of any inconsistency, the terms of the relevant Work Assignment Letter shall govern.
4. Execution of any Work Assignment Letter by you shall be full and complete acceptance by you to perform the service. Upon acceptance, you shall-
 - a) Fully perform the service, in a professional manner, at the Customer's location till the completion of the term of the Work Assignment.
 - b) During the term of the Work Assignment, render services exclusively to the Customer and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - c) Not engage in any conduct detrimental to the interests of the Customer or Prodesta Technologies.

Corporate Office:

No. 39/1, 2nd Floor, 3rd Cross,
1st Phase, 2nd Stage, Chandra Layout,
Bengaluru - 560 040
Mob: +91 91080 01811
Email: info@prodesta.in, web: prodesta.in

Branch Office:

Shop No. 7, No. 46, 1st Floor, 14th Cross,
2nd Stage, 4th Phase, Peenya Industrial Area,
Bengaluru - 560 058
Mob: +91 91080 01811
Email: info@prodesta.in, web: prodesta.in



PRODESTA Technologies

- d) Not receive any payments of any nature directly from the Customer unless agreed to by Prodesta Technologies.
 - e) Not either directly or indirectly, offer yourself for employment with the Customer or its affiliates during the period of the work Assignment without the prior permission of Prodesta Technologies.
 - f) Comply with the safety, health, environment and other rules and regulations of the Customer provided that you have been made aware of the same.
 - g) Report and be present at the Customer's designated location during the working hours mentioned in the applicable Work Assignment Letter;
 - h) Extend all co-operations to the Customer's employees, consultants, representatives, etc., and do all such things as may be necessary and comply with all terms of the applicable Work Assignment Letter so as to effectively undertake the Work Assignment.
5. At the end of each Record Period, as mentioned in the Work Assignment Letter, or at the completion of the Work Assignment, whichever is applicable, you will deliver to the Customer, a Time Sheet (or any other format/register as required by the Customer) containing the number of hours worked in any given day at the Customer's location and such other details as may be prescribed by Prodesta Technologies. You shall retain a copy of the same, which shall be provided to Prodesta Technologies upon request.
 6. As consideration for the services performed during any Work Assignment, Prodesta Technologies will pay you remuneration, as per the Work Assignment Letter. Prodesta Technologies will be entitled to make deductions as per applicable law or in respect of any amount due to Prodesta Technologies or the Customer from you. Prodesta Technologies and / or the Customer will reimburse you any approved expenses subject to you submitting original bills/declarations as required.
 7. Any intellectual property that results from work performed by the Individual under any Work Assignment Letter shall be the property of the Customer and the Individual agrees to assign/transfer to the Customer, the worldwide, perpetual and entire right, title, and interest in all intellectual properties including all rights to obtain, register, perfect, and enforce patents, copyright, and other intellectual property protection under any laws and conventions.

Corporate Office:

No. 39/1, 2nd Floor, 3rd Cross,
1st Phase, 2nd Stage, Chandra Layout,
Bengaluru - 560 040
Mob: +91 91080 01811
Email: info@prodesta.in, web: prodesta.in

Branch Office:

Shop No. 7, No. 46, 1st Floor, 14th Cross,
2nd Stage, 4th Phase, Peenya Industrial Area,
Bengaluru - 560 058
Mob: +91 91080 01811
Email: info@prodesta.in, web: prodesta.in



PRODESTA Technologies

8. All property information/material of the Customer that is made known to you during the term of the Work Assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such proprietary information/material. You agree that all information, correspondence, documents, materials or items provided to you by the Customer or Prodesta Technologies are provided to you in trust and on expiry/termination of the Work Assignment, you shall promptly return all such material to the Customer or Prodesta Technologies, as the case may be.
9. You agree that the Letter of Engagement creates no obligation on the part of either party unless you are selected for a particular Work Assignment and you execute the relevant Work Assignment. By executing this Letter of Engagement, neither do we offer you employment with Prodesta Technologies nor do you become an employee of Prodesta Technologies. The terms of this Letter of Engagement shall not do you become an employee of Prodesta Technologies. The terms of this Letter of Engagement shall however govern any Work Assignments that you undertake to perform.
10. Should you be selected to perform the Work Assignment, the nature of your relationship with Prodesta Technologies will be that of a Contract of Service for a Fixed or termination of the Work Assignment, your employment with Prodesta Technologies shall stand terminated forth with.
11. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period, if Either Party wishes to terminate the Work Assignment during the existence of a Work Assignment; the terminating Party shall provide notice of termination to the other Party as below:

Sl. No.	Duration of work Assignment	Notice Period for Prodesta Technologies to provide Individual	Notice Period for Individual to provide to Prodesta Technologies
(a)	One week	N.A.	N. A
(b)	One – two weeks	Three days	Four Days
(c)	Two weeks – one month	Seven days	Nine Days
(d)	One month – six months	Fourteen Days	Twenty Days
(e)	Six months and above	Thirty Days	Forty Days

12. In case there is no Work Assignment subsisting, either party may terminate this Letter of Engagement forthwith by sending notice in writing. If a Work Assignment is subsisting, this Letter of Engagement can be terminated only co-terminus with the relevant Work Assignment as per the notice period required for the termination of the Work Assignment as above.

Corporate Office:

No. 39/1, 2nd Floor, 3rd Cross,
1st Phase, 2nd Stage, Chandra Layout,
Bengaluru - 560 040
Mob: +91 91080 01811
Email: info@prodesta.in, web: prodesta.in

Branch Office:

Shop No. 7, No. 46, 1st Floor, 14th Cross,
2nd Stage, 4th Phase, Peenya Industrial Area,
Bengaluru - 560 058
Mob: +91 91080 01811
Email: info@prodesta.in, web: prodesta.in



PRODESTA Technologies

13. Termination of this Letter of Engagement shall not affect the obligations of the parties that have been incurred prior to termination and Prodesta Technologies will promptly settle all your dues after making applicable deductions. Further, obligations relating to confidentiality and intellectual property shall continue after termination/expiry of this Letter of Engagement or the Work Assignment.
14. You agree to defend, indemnify and hold Prodesta Technologies or the Customer harmless from any and all claims, damages, liability, attorney's fees and expenses on account of your failure to satisfy and of your obligations under this letter of engagement or under the work assignment letter or for misconduct, violation of any law or creation of any legal liability by you.
15. Any dispute between the individual and Prodesta Technologies shall be referred to a sole arbitrator to be selected from a list of two arbitrators nominated by Prodesta Technologies. The arbitration shall be conducted in English language, in accordance with the Arbitrations and Conciliation Act at Bangalore India. This engagement letter shall be governed in all respects by the laws of India
16. In addition to the terms contained herein, your relationship with Prodesta Technologies may be subject to such other additional terms and Prodesta Technologies may communicate conditions as to you from time to time in writing.

We request you to please sign a duplicate copy of this letter and return the same to us, indicating your acceptance of the terms mentioned herein by signing this letter you confirm that you have read, fully understood and accepted the terms of this letter.

Warm Regards,

Authorized Signatory



Accepted and Agreed

Signature

Name:

Vinod Kumar

Address:

perladabailu house,
Salemthur post, Koinodu village
Bantwal TB. DK, 574323
Kannataka.

Corporate Office:

No. 39/1, 2nd Floor, 3rd Cross,
1st Phase, 2nd Stage, Chandra Layout,
Bengaluru - 560 040
Mob: +91 91080 01811
Email: info@prodesta.in, web: prodesta.in

Branch Office:

Shop No. 7, No. 46, 1st Floor, 14th Cross,
2nd Stage, 4th Phase, Peenya Industrial Area,
Bengaluru - 560 058
Mob: +91 91080 01811
Email: info@prodesta.in, web: prodesta.in

Date: 19 December 2022
Ref No. 1001/27968/1174432

Mr. Mohamamed Suhail Shamsuddeen
5/311, Asmas Plaza, Chettumkuzhi, Hidayathnagar
Kasaragod
Kerala - 671123

Dear Mohamamed Suhail,

Subsequent to your application & interviews we are pleased to offer you appointment in our Company, as **Engineer** in grade **L8-Operational, Automotive Sector, CHEYYAR CC**.

This offer of appointment is subject to you satisfying the following requisites:

1. Written undertaking to join, not later than **26 December 2022**.
2. Certification of medical fitness by way of self-declaration, or certification of your medical fitness by the Company authorised doctor, as intimated to you and
3. Submission of all certificates and documents in respect of educational and professional qualifications, proof of age and previous employment, as per the requirements of the Company.

Your appointment will commence from the date on which you join the Company. Joining Note to that effect will be issued to you.

The terms and conditions of employment shall be as under -

1. You will receive emoluments / allowances as per the attached Annexure.
2. Gratuity, Provident Fund and Superannuation, as per the prevailing policies of the Company. You will superannuate on **completion of 60 years of age**. (On the basis of the documents submitted by you, we have recorded your date of birth as **16 November 1996**).
3. With effect from the date of your employment, you are required to become a member of the Company Exempted Provident Fund or RPFC as applicable.
4. **Transferability** -
The Company may from time to time, station you on deputation, lend or transfer your services to any of its Departments, Affiliates, Subsidiaries or Associate Companies in any other location in India/abroad. Consequent to such transfers, you will be governed by terms and conditions as applicable at the place of posting.

5. Probation, Confirmation and Termination -

i. Probation -

You have no probation period.

ii. Confirmation -

You shall be deemed to have been confirmed in the service of the Company, with effect from the date of the commencement of your employment, without any probationary period.

a. You will be entitled to Leave, as per the rules applicable from time to time;

b. You will not be entitled to adjust your notice period against privilege leave, if any, available in your credit.

c. On resignation from the services of company in respect of employees who join after April and cannot work for full 12 months, pro-rata Performance Pay of first year of appraisal will only be paid if one is on rolls of company on 1st August of next year when Performance Pay payment is being made. After the first year, Performance Pay will only be paid if one has rendered complete period of 12 months from 1st of April of a year to 31st March of following year both dates inclusive.

iii. Termination -

a. The Company will be at liberty to terminate your services with three months' notice or by paying you three months' salary, including allowances, in lieu of notice. In the event the Company decides to pay you three months' salary in lieu of notice, the Company will be at liberty to call upon you not to take up any alternate employment for the period of three months.

b. The Company will also be at liberty to call upon you not to report for work, though you would be on the rolls of the Company for the said period and you would be paid your salary as per your contract, as if you were on duty.

c. In the event you choose to resign from the services of the Company, you will be required to serve for the period of notice of three months. The Company, however, will be at liberty to call upon you not to report for work or even take up any alternate employment during this period, which will be at the sole discretion of the Company. The Company will also be at liberty to pay you three months' notice wages in lieu of notice. However, it will be impermissible for you to waive the shortfall in the notice period by buying the said shortfall period in lieu thereof except with written permission.

d. Furthermore, you will not be entitled to either avail or adjust privileged leave (if applicable) in your account against the notice period.

In the following cases, this contract may be terminated forthwith without assigning any reason thereto by the Company –

- i. The employee is found guilty of misconduct.
- ii. The employee violates terms and conditions stipulated in the Company Code of Conduct.
- iii. The employee violates prevailing policies and procedures of the company.
- iv. The employee is found under the influence of alcohol or any other intoxicant at work place.
- v. The employee is held guilty and convicted of offences involving moral turpitude by any competent Court.
- vi. If any information provided by employee in employee's CV is found to be incorrect.

6. Confidentiality -

So long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorised person within or outside the Company, nor will you unauthorisedly use any knowledge or information in respect of manufacturing, technical trade or business data (including manufacturing processes, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession. You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorisedly through any medium including social networking networks/ public sites, nor will you grant permission to assist, permit entry

to, or in any manner co-operate with any unauthorised person for the purposes of accessing, obtaining, copying, transmitting or removing the above. Even after the cessation of your employment with the Company, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company. You will also observe all the confidentiality measures which are in existence, or which may be enforced from time to time, as well as directions as to confidentiality marked on any communication, document, computer floppy etc. You shall indemnify and hold Company harmless and indemnified against any damage or loss caused to the Company on account of breach of confidentiality on your part. These confidentiality provisions shall survive the separation of your employment with the Company, either by way of retirement or termination or otherwise.

7. Conflict of Interest -

In addition to the requirements of secrecy and confidentiality, as specified hereinabove, you shall not engage in any vocation, training, employment, consultancy, business, transaction, or any other activity, which is in conflict with the interests of the Company, in any capacity whatsoever either on your own or in association with any other individual/firm/institute/body corporate, etc either part time or full time on a paid basis. You will devote your full attention exclusively to the duties entrusted to you from time to time by the Company and while in service of this Company you will not work for any person or Company in any capacity either for any consideration or otherwise, nor do any private business without obtaining prior permission of the Company in writing.

8. Intellectual Property Rights (IPR) -

You will assign to the Company your entire right, title and interest in any Intellectual Property Rights (IPRs for short, which term would include patents, trade-marks, copyrights, designs, whether registered or not, and all improvements thereto) that you may make, solely or jointly with others, in the course of your employment with the Company relating to any or all systems, services and products manufactured or marketed or leased or developed. You will perform all necessary acts and execute such documents in such format as may be required by the Company, without expense to you, which in the judgment of the Company or its Attorneys may be necessary or desirable to secure to the Company full right title and interest in the IPRs.

9. Right to Access -

The Company shall, at all times, have the right to access and monitor all e-mails created, sent / received or stored by you using Company facility and on Company's system at any time without giving you any prior notification. All such data and information shall at all times remain the property of the Company.

10. Reputation of the Company -

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.

11. Return of Company property -

You shall, on ceasing to be the employee of the Company, forthwith return all Company properties, movable and immovable, including, without limitation, all Company information, files, reports, memoranda, software, credit cards, door and file keys, computer access codes and such other property which you received or in possession or prepared in connection with your employment with the Company.

12. Recovery of expenses -

Any joining expenses including relocation expenses reimbursed by the Company will be recovered in the event you leave the organization before completion of two years of joining.

13. **Rules and Regulations of the Company** -

You will be subject to the Code of Conduct of the Company and all other rules, regulations and policies of the Company as applicable from time to time. Adherence to the same is non-negotiable and by accepting this appointment you undertake to abide by the Code of Conduct and other policies, rules and regulations at all times during your employment with the Company. Any violation can have serious consequences and may lead to the termination of your Employment by the Company.

In case it is deemed necessary for the purposes of any ongoing investigation / inquiry, you may be asked to submit:

(a) Your personal data / information including bank account transactions and call records. Failure to cooperate or share the requisite data / information may lead to inference of guilt / wrongdoing. Any violation of this clause will be viewed strictly and may lead to termination of your employment.

(b) Bank account/ call records/ other personal data of your family member/s. In case you choose to share such data / information, you will be required to obtain necessary consent from the concerned family member/s at the time of sharing such data / information.

Any data / information as above shared by you will be properly secured and accessed only by authorized persons on need-to-know basis and used solely for purpose for which it is obtained.

14. **Government Laws and Regulations** -

You will be subjected to all Government Laws and Regulations in force from time to time. All payments to you shall be subject to deduction of tax, at applicable rate at source.

15. **Jurisdiction** -

Courts in Mumbai shall have exclusive jurisdiction to hear, try and finally decide disputes arising out of this contract.

16. **Acceptance & Acknowledgment** -

Please return the duplicate of this letter and the duplicate copy of the Code of Conduct, duly signed, in token of your acceptance of the above-mentioned terms and conditions of the employment, having read the attached Code of Conduct and on joining you will abide by its prescriptive principles.

We wish you a long and fruitful career with us.

With Regards,

Yours Sincerely,
For Mahindra & Mahindra Ltd



Rajeshwar Tripathi
Chief Human Resource Officer



I accept the terms and conditions of this offer of appointment and will be joining on **26 December 2022**.

If the above conditions are not satisfied/fulfilled on or before **26 December 2022**, this offer letter of appointment shall be cancelled and shall be deemed as null and void.

Accepted: _____

Mr. Mohamamed Suhail Shamsuddeen
5/311, Asmas Plaza, Chettumkuzhi, Hidayathnagar
Kasaragod
Kerala - 671123

Dear Mohamamed Suhail,

With reference to our enclosed letter of appointment dated **19 December 2022** and your subsequent acceptance of the same, we request you to kindly get the below mentioned documents on the first day of your joining:

- Release Letter from your current employer
- Proof of prior work experience
- Proof of Date of Birth (School leaving certificate / Passport)
- Certificates supporting Academic and Professional qualifications
- Two Passport size photographs
- One blank "Cancelled" Cheque for Electronic Clearance of Salary.
- Copy of Aadhar Card
- Copy of Marriage Certificate (if applicable)

In case of relocation, you would need to follow the process as per Company rules.
Kindly get the Original Certificates for verification.

Yours faithfully,
For Mahindra & Mahindra Ltd



Rajeshwar Tripathi
Chief Human Resource Officer

Date: 18 JAN 2023

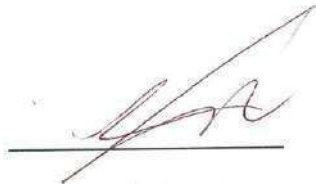
EMPLOYMENT CERTIFICATE

This is to certify that Eng. **RAMEEZ AHMED** was an employee of **POSCO E&C** from January 2022 up to August 2023 as Mechanical Engineer.

This certification is being issued to **Mr.RAMEEZ AHMED** for whatever legal purpose it may serve .

For,

POSCO Engineering & Construction Co.Ltd.,



JeongWook, SOHN

Project Manager in SRLFPJT

POSCO Engineering & Construction Co.Ltd.,



رؤية
VISION
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA



SIMACO

General Contracting est.



MOHAMMED SHARIQ AZMAN

Business Development Manager



+966 561415419



shariq@simacoksa.com

Info@simacoksa.com



7918 - Al Safat Dist.

Al Jubail 35514 - 4332

Kingdom of Saudi Arabia



www.simacoest.com

CERTIFICATE OF EXPERIENCE

December 31, 2022

TO WHOMSOEVER IT MAY CONCERN:

This is to certify that Mr. Mohammed Ashiq Ibrahim bearing Iqama No. 2487810034 had been employed as "QA/QC Piping & Welding Inspector" at China Eleventh Chemical Construction Co. Ltd. (ELECO) for the project InoChem Soda Ash and Calcium Chloride, at Ras Al Khair, Kingdom of Saudi Arabia. During his period of employment from June 2021 to December 2022, he had been working for ELECO with an EXCELLENT PERFORMANCE.

Mr. Ashiq is a very able and conscientious worker and has demonstrated a high degree of competence and knowledge. He has contributed to a very successful and timely completion of the given works during his work here. Therefore, ELECO (China Eleventh Chemical Construction Co. Ltd.) has no hesitation in recommending him to any future employer.

This certificate is issued for whatever purpose it may serve him best.



Mr. Zhang Shengnan

QA/QC Manager

China Eleventh Chemical Construction Co Ltd (ELECO)



Mohammed Fazal
+91 9844684327

JAMAL

Timber & Cut Sizes Centre

Contact for: All types of wood & Nilgiri Poles for R.C.C
Woods & Ready Door Frames and Windows



Near Petrol Bunk, B.M. Road, Koppa - 571104, Periyapatna Tq

KINGDOM OF SAUDI ARABIA
MINISTRY OF INTERIOR

المملكة العربية السعودية
الداخلية
هــ

RESIDENT IDENTITY CARD

محمد كلندر سهيل كلندر
MOHAMMED KALANDAR SOHAIL

رقم الهوية: ٢٥٠٩١٨٩٦٥٦

موقع بوابة الوزارة الإلكترونية
الامتياز: ١٤٤٣/٠٣٠٠٠
التاريخ: ١٩٩٧/٠٣/٠٠

الجنسية: الجنسية الاسلام

موظف هادي هزازي للمقاولات عامة




قطاع حرس الحدود بالبيد
الأمن والاستخبارات
التصاريح

مشروع ميناء الملك سلمان الصناعي برأس الخير .	موقع المشروع	1444/03/26 هـ	تاريخ الطلب
<input type="radio"/> مقاول بالباطن (1): مؤسسة محمد هادي هزازي للمقاولات عامة (2):	<input type="radio"/> مقاول رئيسي شركة سيبكو العربية	الجهة التابع لها	
الاماكن المصرح بدخولها			مشروع ميناء الملك سلمان الصناعي برأس الخير

الأماكن المصرح بدخولها مشروع ميناء الملك سلمان الصناعي برأس الخير

طبيعة العمل أعمال البناء البرية

رقم البيان : (2)

الموقع

سعادة قائد قطاع حرس الحدود بالجبيل

نأمل موافقة سعادتكم على (إصدار - تجديد - بدل فاقد) التصريح حسب الطلب الموضح بعلية.



الاسم: جلال محمد عبدالله الخلف

الاسم: عبدالله بن محمد بن سعد السهلي

الوظيفة: مندوب تصاريح الشركة

الوظيفة: مدقق تصاريح الشركة

التوقيع:

التوقيع:

لأمانع من السماح بالدخول للموضحة هويته بعلية إلى موقع العمل المذكور أعلاه اعتباراً من تاريخ 1444/03/1 هـ وينتهي عمل التصريح بتاريخ 1444/09/14 هـ (يكتب طباعة)

للاستخدام الرسمي

قيادة قطاع حرس الحدود بالجبيل



*ملاحظة: لا يعتبر هذا التصريح وثيقة رسمية ويقتصر استخدامه داخل حدود مسؤولية قطاع حرس الحدود بالجبيل فقط.