

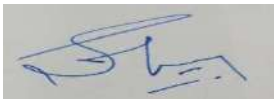
DATE: 04-12-2021

## TO WHOM IT MAY CONCERN

This is to certify that Mr. Mohd. Arslan Azad had worked with us from 06-Nov-2020 to 08-Nov-2021 as a Site Engineer (CIVIL). During his tenure, we found him sincere, honest, hard-working and dedicated employee with a professional attitude. He is amiable in nature and character as well. We have no objection in allowing him in any better position and have no liabilities in our company.

We wish him success in life.

In need of any assistance, feel free to contact us anytime.



SALMAN ZAMEER KHAN  
PROJECTS COORDINATOR  
A&T ENGINEERING PVT LTD  
7428591789

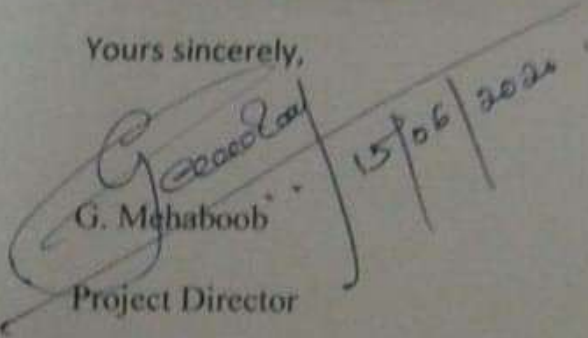
## Letter of Appointment

We are gladly appointing Ms. Shahnaz P J for the post of Civil Engineer with following terms and conditions.

1. Name : Ms. Shahnaz P J
2. Address : Koliyad House,  
Chowki, Periyaduka  
Kasaragod, Kerala- 671124
3. Qualification : Bachelor in Civil Engineering
4. Experience : Fresher
5. Designation : Civil Engineer
6. Timings : 9.00 a.m to 7.00 p.m

Wishing you all the best in everything.

Yours sincerely,

  
G. Mehaboob

Project Director

UBC





# Hi-Tech Supports & Hangers Pvt. Ltd.

An ISO 9001 – 2008 Certified Company



HI-TECH SUPPORTS

NAME: Noman Ashraf  
Email: [alifnoman33@gmail.com](mailto:alifnoman33@gmail.com)

135/2, BRIGADE TOWER, BRIGADE ROAD, ASHOK  
NAGAR BENGALURU, KARNATAKA - 560025  
DATE: 02 February 2021

## **RE: OFFER FOR EMPLOYMENT ON CONTRACT – 6 MONTHS**

Following your application and subsequent interview, we are pleased offer you the position of **Junior Design Engineer** in our company for a period of **6 months**.

As a member of Design team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *Our Organization*. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

You will be stationed at our Bangalore branch (Design office) with effect from 04/02/2021.

The terms of engagement are as follows:

1. Working Time: 9:30 AM – 06:00pm (Sunday Holiday)
2. Contract Remuneration: 16450 per month
3. You will be eligible for 1.5 days leave per month during this period. Additional leaves will be deducted on prorate basis.
4. Period of Engagement: 6 months
5. You will be subjected to a 6 day Probation to assess your adaptability to the project. A stipend of Rs 500 will be paid for during this period along with provision of accommodation for this period. If your conduct and skillset does not suit the project requirements, it will not be obligatory for the company to extend the contract.
6. Further to the probation, it will be obligatory for the company and the candidate to serve a one month notice, should either chose to discontinue the contract.

It is my hope that you will work to your level best to improve the efficiency and performance of this company.  
Congratulations and best wishes.

Yours faithfully

Name: Jacob Samuel

HI TECH SUPPORTS AND HANGERS PRIVATE LIMITED

## CANDIDATE'S DECLARATION

I accept the above terms and conditions.

Name.....

Sign.....

Date.....



**INFOGIX SOFTWARE SOLUTIONS PVT LTD**

#6, Vinir Tower, 100ft Ring Road,  
Jai Bheema Nagar, BTM Layout 1<sup>st</sup> Stage,  
Bangalore, Karnataka-560068.

23-NOVEMBER-2022

### Offer Letter

Dear Mr./Miss. Dhananjay A P,

This is with reference to your application and subsequent interview you had with us/our: we are pleased to offer you as **“Software Developer”** it gives us immense pleasure in inviting you to join as a permanent employee with **“INFOGIX SOFTWARE SOLUTIONS PVT LTD”** and you will be working at our office Location **Bangalore**.

And we will have the offer open Until 26-NOVEMBER-2022 EOD to let us know your acceptance of this offer and require you to join duties from the DOJ 30-NOVEMBER-2022 at the office place.

This offer will be valid for two days from the issuing date, that you accept the offer by replying “I Accept”.

This offer is valid subject to your BGV Clearance approval only.

Please note that your CTC for the services is **Rs.3,50,000/-** Per Annum as detailed in Annexure-1. This CTC will be effective from the date of deputation at the office place.

Three months training period, the salary offered during this training period is [15,000].

. Benefits for the position include:

(Use if relevant to the position )

. Benefit A (Casual Leave of 12 days per annum)

. Benefit B (Employer State Insurance Corporation ESIC Coverage)

Your association and employment will be governed by the Code of Conduct and various Associate related policies and guidelines of the organization.

We welcome you and are delighted that you have chosen to be part of our team. We hope your association with us will be mutually beneficial, pleasant and fulfilling. While welcoming you to Infogix, we are confident that you will contribute to the organization and its goals, add value through your efforts and strengthen Infogix.

Yours truly,

For Infogix software solutions pvt ltd

Authorized signatory

Hr Lavanya

Website: [www.infogixsoftwaresolutions.com](http://www.infogixsoftwaresolutions.com)

Email: [hr@infogixsoftwaresolutions.com](mailto:hr@infogixsoftwaresolutions.com)



**INFOGIX SOFTWARE SOLUTIONS PVT LTD**  
#6, Vinir Tower, 100ft Ring Road,  
Jai Bheema Nagar, BTM Layout 1<sup>st</sup> Stage,  
Bangalore, Karnataka-560068.

**Enclosure:**

1. CTC break-up
2. List of documents - Check list

**Annexure-1:** CTC break-up

Components	Per Month in Rs.	Annualized in Rs.
Basic	13,517.00	1,62,204.00
HRA	4,500.00	54,000.00
Conveyance Allowance	2,500.00	30,000.00
Dearness Allowance	2,500.00	30,000.00
Others	900.00	10,800.00
<b>Take Home</b>	<b>23,917.00</b>	<b>2,87,004.00</b>
<b>Deductions</b>		
PF	1,800.00	21,600.00
Professional tax	200.00	2,400.00
Tax Deducted at source	3,049.00	36,588.00
Insurance	200.00	2,400.00
<b>TOTAL</b>	<b>5,249.00</b>	<b>62,988.00</b>
<b>Cost to Company (CTC)</b>	<b>29,166.00</b>	<b>3,50,000.00</b>

**Annexure-2: Documents Check-list to be carried on Date of Joining**

1. Passport size color photograph(4 Nos.).
2. One set of all the academic certificates ( for verification).
3. Passport, Aadhar and PAN Card – Photocopy.

Website: [www.infogixsoftwaresolutions.com](http://www.infogixsoftwaresolutions.com)

Email: [hr@infogixsoftwaresolutions.com](mailto:hr@infogixsoftwaresolutions.com)

# 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

1<sup>st</sup> February 2021

**Mr. Mahammad Nadeer M**  
**G2 238, Marwa Apt. Golthamajal,**  
**Behind SEECO Beedies, Kalladka Bantwal**  
**DK – 574 222**

Dear Mr. Muhammad Nadeer,

**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 6<sup>th</sup> February 2021. Please report for duty at our project NMIT, 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 months 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**

2<sup>nd</sup> May 2021

Mr. Zahid S H  
# 4-11(2), Nekkare  
Manjanady, Mangalanthi,  
DK -575 018

Dear Mr. Zahid,

**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 17<sup>th</sup> May 2021. Please report for duty at our project NMIT, 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.20,000/- 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.

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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



**K2K**  
INFRASTRUCTURE  
INDIA PVT. LTD.  
AN ISO CERTIFIED  
TM®

**K2K-IV-HR-R&EL-23-00**

*Dec 14<sup>th</sup> 2021.*


**CERTIFICATE OF EXPERIENCE**

*This is to certify that **Muhammad Anas** was working in our organization from 25-11-2020 to 25-11-2021. His designation at the time of leaving was "GET".*

*During the period of service, we found him to be competent, responsible and hardworking in all the duties assigned.*

*We wish him the best in all the future endeavors.*

*For M/s. **K2K INFRASTRUCTURE INDIA PVT.LTD.***

*For*   
**Supriya R. Rao**  
**Sr. DGM- HR, Admin & Legal.**







**K2K**  
INFRASTRUCTURE  
INDIA PVT. LTD.  
AN ISO CERTIFIED  
TM®

**K2K-IV-HR-R&EL-23-00**


*Dec 14<sup>th</sup> 2021.*

*Dear Muhammad Anas,*

*With reference to your resignation letter dated 25<sup>th</sup> Sept 2021, the same is hereby accepted and you are being relieved with effect from closing day of 25<sup>th</sup> Nov 2021.*

*Yours faithfully,*

*For M/s. K2K INFRASTRUCTURE INDIA PVT. LTD.,*

*for*   
**Supriya R. Rao**  
**Sr. DGM- HR, Admin & Legal.**



# Bearys Properties & Developments Pvt. Ltd.

Bearys Horizon, 21 Wood Street  
Bangalore 560025

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



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Consistently

16<sup>th</sup> May 2021

**Mr. Mohammed Sajjad**  
**S/o Mekod Sayed Ahmed**  
**9-208 Tasleem Manzil, Mudarmakki Road**  
**Shiruru, Kundapura – 576 228**

Dear Mr. Sajjad,

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 17<sup>th</sup> May 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. 20,000/- 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.

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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.

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



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4<sup>th</sup> June 2021

**Mr. Mohammed Thufail P M**  
**S/o Ubaid**  
**Pallath Moola House, Mavinakatta**  
**Nekraje, Kasargod – 671 543**

Dear Mr. Thufail,

**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 5<sup>th</sup> June 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. 20,000/- 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.

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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.



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Consistently

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f +91 80 2227 3424

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

4<sup>th</sup> April 2022

Mr. Sirajul Muneer K,  
Bolpar House, Delampady P O, Mullesia  
Kasargod – 671 543  
Kerala

Dear Mr. Sirajul Muneer,

Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as 'Safety Steward' in our organization with effect from 11<sup>th</sup> April 2022. Please report for duty at our Ambattur project site at Chennai.

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 for ensuring Safety & Security of all Equipment, Men & Material and Overall Maintenance operations at Ambattur DC project or any of our projects as may be assigned to you from time to time.

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 months notice in the event of your resignation.

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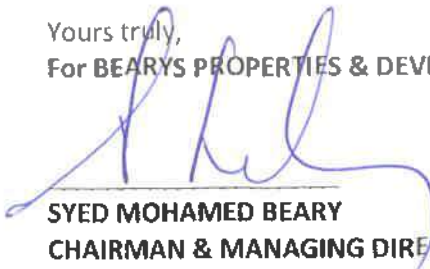
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Please sign the duplicate copy of this letter as a token of your acceptance.

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

  
**SYED MOHAMED BEARY**  
**CHAIRMAN & MANAGING DIRECTOR**

ACCEPTED BY ME

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/ಕನ್ಸ್ಟ್ರೂಷನ್,  
4-19 (47) ಬಿಎಲ್‌ಎಸ್,  
ಹರ್ಷಣ್, ಮಂಗಳೂರು

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

ಶಾಲದಾಂಕ ಸಂಸ್ಥೆ,

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

ಶ್ರೀ ಬ್ರಹ್ಮಚಂದ್ರನ್,  
ನಿರ್ದೇಶಕರು.  
ಮೈಸೂರು 22-1-20  
ನಿರ್ದೇಶಕರು.

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

ಶ್ರೀ ರಾಜ್ ಬ್ರಹ್ಮಚಂದ್ರನ್,  
ನಿರ್ದೇಶಕರು.

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

ನಾಲ್ಕನೇ ದರ್ಜೆ (ಸಿಬಿಲ್):

ನಿ.ಸಂ. DSPWD 0906:

ನಿ.ಸಂ. ಸಿಬಿಲ್: ಸಿ1:

20-21 13-25-1-21

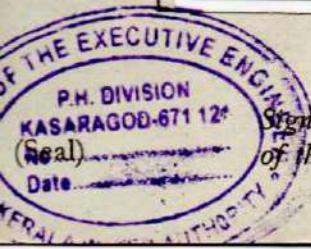
ಶ್ರೀ ಸಂ. 110281488

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.

CONTRACTOR'S  
REGISTRATION CARD



Signature and Designation  
of the Registering Officer  
**EXECUTIVE ENGINEER**  
**KERALA WATER AUTHORITY**  
**PUBLIC HEALTH DIVISION**  
**KASARAGOD - 671123**

No. D<sub>1</sub> - LNC/2018 Date 02/12/2021.....

Shri / Messrs. MOHAMMED SHABEER : A.S.

Bismilla Manzil, Barkade,

Kadla, Kasaragod, 671124

is are registered as C - class

category contractor(s), the Register No.

being No. KWA - C - 07/2021 - 22

This registration is valid up to 31st  
March, 2024.



# **CONSTRUTECH**

**ENGINEERS AND CONTRACTORS**

1<sup>st</sup> Floor Badriya Complex, University Road, Deralakatte, Mangaluru-575018

REG NO: DKM -F271-2020-21, GSTIN: 29AAPFC8711R1Z1, Phone No: +91-8123507076

Date: 03/09/2021

## **TO WHOMEVER IT MAY CONCERN**

This is to certify that **Mr. HIMANTHA RAJU L** has been employed by **CONSTRUTECH Engineers and Contractors, Mangalore** as **Civil Engineer (Site Engineer)** during the period of One year starting from 2020 September to 2021 August. His Monthly gross Salary is 18000 Rupees, food and accommodation also we Provided.

His skill and qualifications proved successful with regards to task assigned to him.

This certificate was issued to him own request to be submitted To Whom It May Concern without any liabilities towards others.

*Abdul Javad.*

(ABDUL JAVAD)

MANAGING PARTNER

**CONSTRUTECH**  
**Engineers and Contractors**  
1<sup>st</sup> Floor, Badriya Complex  
Deralakatte, Mangalore - 575 018



الهيئة الاتحادية للهوية والجنسية والجمارك وأمن المنافذ  
FEDERAL AUTHORITY FOR IDENTITY, CITIZENSHIP, CUSTOMS & PORT SECURITY



United Arab Emirates

## eVisa - إذن دخول إلكتروني



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عمل

### EMPLOYMENT



إكسبو 2020 دبي، الإمارات العربية المتحدة  
DUBAI, UNITED ARAB EMIRATES



ENTRY PERMIT NO : 101 / 2022 / 2/0314310 : إذن دخول رقم

Date & Place of Issue : 24/08/2022 : تاريخ ومحل الاصدار

FEDERAL AUTHORITY FOR IDENTITY & CITIZENSHIP \ الهيئة الاتحادية للهوية والجنسية / أبوظبي

U.I.D No : 225034099 : الرقم الموحد

Allowed to enter U.A.E to : أجاز بدخول دولة الإمارات العربية المتحدة إلى الاسم بالكامل : شيخ نياز شيخ عبدالغفور

Full Name : SHEIK NIYAZ SHEIK ABDUL GAFOOR

Nationality : INDIA

الجنسية : جمهورية الهند

Place of Birth : KERALA

محل الميلاد : كيرالا

Date of Birth : 26/04/1999

تاريخ الميلاد :

Passport No Y4650474 / ORDINARY PASSPORT

رقم الجواز : جواز سفر عادي / V4650474

Profession : CIVIL ENGINEER

المهنة : مهندس مدني

Accompanied By : المرافقون

Employer صاحب العمل

Name : BLOOM LANDSCAPE - SOLE PROPRIETORSHIP L.L.C.

الاسم : بلوم لانديسكيب- شركة الشخص الواحد ذ م م

Address : Per No : 223533 Tel No : 026969500 Mob No : 0506833322 P.O.Box : 28928 : العنوان

**Note** : The United Arab Emirates welcomes you and wishes you a happy stay. Please be sure to change your status or leave before the visa expires, so we can welcome you again

تنبيه : ترحب بك دولة الامارات العربية المتحدة وتتمنى لك إقامة سعيدة, ويرجى التأكد من تعديل الوضع او المغادرة قبل انتهاء فترة صلاحية التأشيرة لنتمكن من الترحيب بك مره اخرى

Director of Entry & Residency Department

مدير إدارة أذونات الدخول والإقامة

Fees Paid

استوفيت الرسوم

You can verify this visa through the following link

يمكنك التأكد من صحة هذه التأشيرة عبر الرابط التالي:

<https://smartservices.ica.gov.ae/echannels/web/client/default.html#/fileValidity>



UNITED ARAB EMIRATES

FEDERAL AUTHORITY FOR IDENTITY & CITIZENSHIP

Resident Identity Card



الإمارات العربية المتحدة  
الهيئة الاتحادية للهوية والجنسية

بطاقة هوية مقيم

ID Number / رقم الهوية

784-1997-3160109-4

الإسم: عبدالله محمد سلمان عبدالقادر



Name: Abdullahi Mahammad Salman Abdul Khader

Date of Birth:

31/10/1997

تاريخ الميلاد:

الجنسية: الهند

Nationality: India

Issuing Date / تاريخ الإصدار

25/03/2022

Expiry Date / تاريخ الإنتهاء

24/03/2024

الجنس: ذكر

Sex: M

Signature / التوقيع



Card Number / رقم البطاقة

121833932

123686699

المهنة: مهندس



Occupation: Engineer

صاحب العمل: فور سكوير ستيل لمقاولات تشييد



Employer: Four Square Steel Constructions

مكان الإصدار: دبي

UAE

Issuing Place: Dubai

If you find this card, please return it to the issuing organization or to the nearest police station.

عند العثور على هذه البطاقة الرجاء إرجاعها الى جهة إصدارها أو الى أقرب مركز شرطة.

ILARE1236866996784199731601094  
9710315M2403247IND<<<<<<<<<<<<<5  
ABDUL<KHADER<<ABDULLAHI<MAHAMM

# CodeCraft Technologies

USER EXPERIENCE • MOBILITY • CLOUD

1-October-2020

To,  
Abida Shama

Dear Abida,

With reference to your application and subsequent interview with us, we are pleased to offer you the position as "Trainee Engineer, Software Development" with CodeCraft Technologies Pvt Ltd.

At CodeCraft Technologies you will soon discover, it is all about people - the best people. This offer comes to you as the culmination of a rigorous selection process and you're sure to find a challenging peer group at CodeCraft Technologies Pvt. Ltd. We are positive that you will find the work environment stimulating and conducive to help you realize your professional goals.

We trust our relationship will be guided by a quest for excellence in all facets of our interaction as well as based on a foundation of mutual respect and sincerity in all dealings.

Please endorse your acceptance by duly signing the duplicate copy of this letter at the earliest.

Welcome onboard!

2<sup>nd</sup> Floor, Classique Arcade, K.S.Rao Road, Mangalore – 575001, Karnataka, India

Phone: +91 824 2443697 | CIN: U72200KA2011PTC058348

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# CodeCraft Technologies

USER EXPERIENCE • MOBILITY • CLOUD

## Annexure I:

1. Date of Joining ("05-October-2020")

You are expected to report to work not later than at 10:00 hrs at CodeCraft office premises located at 2<sup>nd</sup> Floor, Classique Arcade, K.S.Rao Road, Mangalore - 575001. On your joining date, you will be required to sign the Employment Agreement detailing the specific terms and conditions of your engagement with CodeCraft.

2. Salary

Your Annual Total Employment Cost to the Company would be INR 3,40,000 per annum (Three Lakhs Forty Thousand only) the details of which is been given in the Annexure II attached below.

3. Place/Transfer

Your present place of work will be at Place (Mangalore Office ), but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

4. Probation/Confirmation

You will be on a Probation period for the period of Six months. Based on your performance your services will be confirmed with the company after Six Months.

5. Leave Policy

As per company Policy, You will also be eligible for public holidays, as decided by the Company.

6. Termination of Employment

Your appointment will be subject to the verification of your credentials, testimonials and other particulars mentioned by you in your Application at the time of your appointment. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically canceled and your services will be terminated.

2<sup>nd</sup> Floor, Classique Arcade, K.S.Rao Road, Mangalore – 575001, Karnataka, India

Phone: +91 824 2443697 | CIN: U72200KA2011PTC058348

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# CodeCraft Technologies

USER EXPERIENCE • MOBILITY • CLOUD

## 7. Commencement of Employment

You will be governed by the rules, regulations and other Company policy (together the "Company Policy") of CodeCraft Technologies Pvt Ltd as applicable, enforced, amended or altered from time to time during the course of your employment. Upon the commencement of employment, you would be required to submit to the Company all documents as outlined in Annexure III within 2 (Two) days. Any delay in submitting documents beyond 2(Two) day will result in termination of your employment.

## 8. Working Hours

Your working hours will be as advised to you by your superiors from time to time but will not ordinarily be over 48hrs working hours a week.

## 9. Notice Period

The Employee shall serve a notice period for Three Months (3 Months). The Notice Period shall start from the date of acceptance of his/her resignation by his/her manager ("Notice Period").

## 10. Retirement

Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

## 11. Your Responsibilities towards CodeCraft

- a. During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. You will be required to maintain utmost secrecy in respect of Project documents, technical or other important information, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
- b. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
- c. This Offer letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it becomes known that you have made a false statement after due background

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# CodeCraft Technologies

USER EXPERIENCE • MOBILITY • CLOUD

verification (or have not disclosed a material fact) resulting in your being offered this Offer, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance. We welcome you to CodeCraft Technologies family and look forward to a fruitful collaboration.

With best wishes,



For CodeCraft Technologies Pvt Ltd.,  
Ashwin Aroli  
Manager, HR

Agreed and Accepted: I accept your offer as outlined in this letter, including any subsequent revisions, and I will be available to begin work at CodeCraft Technologies Private Limited. I understand that this offer is contingent upon successful completion of reference and a background check if required.

Name: ABIDA SHAMA

Date: 05/10/2020

Signature:



2<sup>nd</sup> Floor, Classique Arcade, K.S.Rao Road, Mangalore – 575001, Karnataka, India

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# CodeCraft Technologies

USER EXPERIENCE • MOBILITY • CLOUD

## Annexure II: Cost to Company

Components	Monthly	Annual
Basic	11730	140760
HRA	4692	56304
Medical Allowance	1250	15000
Conveyance Allowance	1600	19200
Special Allowance	4188	50256
<b>Gross (A)</b>	<b>23460</b>	<b>281520</b>
<b>Employee Contribution</b>		
PT	200	2400
PF	1408	16896
<b>Total (B)</b>	<b>1608</b>	<b>19296</b>
<b>Employer Contribution</b>		
EPF (C)	1542	18504
Medical Insurance (D)	-	8500
LIC - Term Insurance (E)	-	1800
Gratuity - As per Gratuity Act (F)	-	6767
Performance Bonus (G)	-	22909
<b>Take Home (A-B)</b>	<b>21852</b>	<b>262224</b>
<b>CTC (A+C+D+E+F+G)</b>	<b>25002</b>	<b>340000</b>

**Note:**

The above will be paid (CTC) subject to tax deductions at source as per Income Tax Act. The Performance Bonus is payable on completion of 2 years based on your individual performance.

**Medical and Life Insurance:** You are entitled to Company's medical assistance scheme for Self, Parents, Spouse and 2 children. This scheme provides medical insurance cover upto Rs. 1,00,000/- per annum(T&C apply). You are also entitled to a Term Life Insurance coverage of Rs.6,00,000/-

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## Offer Letter

Name: Nuzhath Jahan

Date: Monday, September 28, 2020

Dear Ms. Nuzhath Jahan,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (“Company”), on the following terms and conditions:

- Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, October 6, 2020**. Your work location would be **Bangalore - IBC Knowledgepark / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.
- Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.
- Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).
- Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the



Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

**5. Department, Designation & Reporting Manager:**

Department : Business Development (51000000)  
Designation : Business Development Trainee - Sales  
Reporting Manager : Rahul Raj (TNL201605108)  
Role Location : Bangalore - IBC Knowledgepark / Bangalore  
BDT Training Location : Byjus - Bangalore

The two months training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

**6. Cost to the Company:** Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your 2 months training period.

**7. Deductions:** The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

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

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

**8. Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared

with you on joining.

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

10. **Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

11. **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

12. **Termination:** Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

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

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement,

forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

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

**14. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

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

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

## 16. General Provisions:

- a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.
- b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
- i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed

by both parties.

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

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

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

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

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

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. 3 Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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

**M Najiya**  
**+91 97416 98612**  
**mnaziya1998@gmail.com**

Date : 13th November 2020

**SUBJECT: OFFER LETTER**

Dear Najiya,

Further to our recent meeting and discussions, we are pleased to offer you the employment with Trionix Global on the following terms and conditions:

Sl. No.	Index – Summary	Description
1.	<b>Position Offered:</b>	Website Designer (Freelancer)
2.	<b>Salary</b>	Based on the Project completion
3.	<b>Incentive Policy</b>	As per company policy
4.	<b>Commencement of Employment</b>	<p>Your employment at Trionix Global would starts from <b>13th November 2020</b></p> <p>Upon the commencement of employment you will be governed by the rules, regulations &amp; other company policy (together the company policy) of TRIONIX GLOBAL as applicable, enforced, amended or altered from time to time of your employment.</p> <p>You would be required to submit to the company all documents as outlined in <b>Annexure I</b> on the date of joining. Any delay in submitting docs will affect your employment.</p>

- 
5. **Place of Work:** Currently your work will be for Mangalore, Karnataka, India. However your work can be in any of the Company's location as per business requirement.
- 
6. **Leave Policy**  
Earned Leave : You will be entitled to One day(1) for every 20 days of work performed by you  
Sick Leave : You will be entitled to 4 days general sick leaves & 8 days hospitalized sick leaves  
Further please refer the HR policy
- 
7. **Days of Work:** Normal official working days shall be from Monday to Saturday & should be registered in Clockify Time Tracking Software system as accordingly.
- 
8. **Termination of Employment**  
Your employment will be subjected to the verification of your credentials, testimonials, efficiency in handling the projects / clients etc. If the particulars given by you are in way found to be inaccurate or misleading your employment shall be deemed to be automatically cancelled and your service will be terminated.
- 
9. **Probation / Confirmation**  
You will be on a Probation period for the period of Three months (3). Based on your performance your employment will be confirmed.  
During the Probation period you may sever the employment by submitting one month (1) notice to the company. Company shall terminate the employment without any notice.
- 
10. **Notice Period**  
After completion of probation, the Company or you may terminate the Employment with Two months' notice in writing to company.  
The Notice Period shall start from the date of acceptance of his/her resignation by Mr. Mohammed Anas



11. **Applicable Laws:** Provisions of the rules of the Labor Law, Regulation of Labour Relations will apply to any matter which is not mentioned otherwise.

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12. **Performance appraisal** As per company norms & Policy

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13. **Duties and Responsibilities**

- Website Design and Development
- Coordinating with project team & Client

[Company reserves all rights to assign or un-assign the responsibilities case to case based on business growth]

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## **EMPLOYEE UNDERTAKING:**

### Confidentiality, Patents & Copyright

During your employment, the copyright, patent and all other intellectual property rights in the work undertaken by you shall remain vested on the company.

You are obliged to adhere with the Company's confidentiality to confidential information, company documents, business strategies and other like. "Confidential Information" shall mean details of supplier/retailer and their terms of business, details of customers and their requirements, the prices charged to and terms of business with customers marketing plans and sales forecasts, financial information, result and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to the acquisition or disposal of a company or business or any part thereof or to any proposed expansion or contraction of activities, details of employees and offices and of the remuneration and other benefits paid.

to them, information relating to research activities, inventions, secrets processes, designs, software, formulae and product lines, any information which you are told is confidential and any information which has been given to the Company or any Group Company in confidence by customers, suppliers or other persons. Employee will abide the competition act of India.

You will be required to maintain utmost secrecy in respect of Project documents, technical or other important information, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.

### General:

You will adhere to all the laws of the country, and will be subject to all disciplinary and administration regulations of the Company. Violation of any laws of the country results in termination of your employment.

You will pledge to utilize all your knowledge, contracts and expertise for this Company alone.

You will not undertake any other work paid, unpaid or conduct trade/business of any sort during the terms of your employment.

You shall not accept any other employment whilst in the service of this Company.

Your employment is subject to the satisfactory completion of all Ministry of Labour, Immigration formalities, approval from Ministry of Health on your physical fitness as well as positive reference check.

This offer letter supersedes all previous offer of employment — verbal or written by the Company and is valid till 13.11.2020 from the date of issue.

Please signify your acceptance by signing this offer of employment as a confirmation of having accepted the terms and conditions contained therein as well as submitting the any documents.

We look forward to you having a long & rewarding career with the Company.

**Agreed and accepted:** I accept your offer as outlined in this letter, including any subsequent revisions and I will be available to begin work at TRIONIX GLOBAL. I understand that this offer is contingent upon successful completion of reference checks and a background check if required.

**Name : NAJIYA**

**TRIONIX GLOBAL**

**PERLA  
MOHAMMA  
D IQBAL**

Digitally signed by  
PERLA MOHAMMAD  
IQBAL  
Date: 2020.11.13  
12:53:33 +05'30'

-----  
**Signature**

-----  
(Mohammad Iqbal)

**Date :**

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**Madeeha Nousheen**  
R.M.L Nagar, 2nd Stage, 3rd Cross,  
Shimoga-577201

March 23, 2021

Dear **Madeeha**,

We are delighted to offer you a position as **Junior Associate, Technology** with Publicis Sapien, a division of TLG India Pvt. Ltd. ("Publicis Sapien").

Publicis Sapien will provide you with a total compensation package that consists of your base salary and statutory retirement benefits.

The Total Cost to Company offered to you is INR 504599/- which includes the following:-

- An annualized base salary of INR 475000/- (including HRA)
- Provident Fund and Gratuity contributions, (As per the applicable provisions)

Tax at the applicable rate shall be deducted at source from your salary.  
(Please refer to Annexure "B" for details)

Your anticipated start date will **April 05, 2021**. You will be on training for a period of 6 months from the start date of your employment. Your home office would be in **Bangalore**, India.

In addition to your salary, you will be entitled to:-

- Receive Relocation expenses up to a maximum of amount Rs 10,000. (subject to submission of receipts)
- Participate in the Publicis Sapien's medical and life insurance benefits

The realisation of the above items is subject to the terms set forth in Annexure 'A' under the respective clauses.

You will be required to sign a training agreement on joining Publicis Sapien. Publicis Sapien would be making considerable investment in imparting specialized training to you for meeting the business requirements of the Company. Should you decide to leave Publicis Sapien within 18 months of the **April 05, 2021**. You would be required to pay INR 150,000 in accordance with the terms of the training agreement.

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On your first day of employment, please report to our office at **Bangalore** at **8:00 a.m.** along with the documents mentioned in Annexure 'C'. Should there be a change in your start date, it is mandatory for you to communicate the same to us a week in advance as this impacts your experience with Publicis Sapien.

Kindly return a copy of this letter duly counter signed by you, within a week in acceptance of the terms and conditions set out herein. Please refer to the Annexure "A" of this letter for details on the Terms of Employment, which shall apply to your employment. By signing a copy of this letter, you agree to abide by these terms and any other published terms in effect from time to time throughout the period of your employment.

We are looking forward to your joining us. We are sure that you would find life with Publicis Sapien to be motivating and challenging.

Best Regards

**Kameshwari Rao**

Digitally signed by Kameshwari Rao  
DN: cn=Kameshwari Rao, o=TLG India Private Limited, ou=GVF People Strategy,  
2.5.4.20+1.1c4b49c217f944e4154706aa06a32854883b1161209248826a09928b6c,  
 postalCode=900013, st=Maharashtra,  
serialNumber=4f7c3679baa0c81793ba427266a9880a64150261776993065663d242c2,  
 cn=Kameshwari Rao, in=Mumbai, email=kameshwari.rao@publicissapient.com  
Date: 2021.03.23.20:49:55 +05'30'  
Adobe Acrobat Reader version: 2021.001.201.145

Kameshwari Rao  
GVP, People Strategy | Publicis Sapien

**I hereby accept and agree to this employment contract. I agree to abide by the policies, rules and regulations of the Company as detailed below.**

**Signature** : \_\_\_\_\_  
**Name** : **Madeeha Nousheen**  
**Date** : \_\_\_\_\_

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Employee Name	Madeeha Nousheen	Level/Designation	Junior Associate, Technology	
S.No.	Components	Components Details	Salary Structure	
			Monthly	Annual
<b>A Fixed</b>				
1	Basic Salary	35% of Base Salary	13854	166250
<b>B Flexible</b>				
2	House Rent Allowance	Can be fixed at 10% or 21% of Base Salary	8313	99750
3	Leave Travel Assistance	Default amount will be set as zero or can be claimed once a year as per entitlement per career stage	0	0
<b>Special Allowance</b>				
4	Special Allowance	Base Salary - ( Fixed elements + Flexible Element + Optional Benefits)	17417	209000
<b>Optional Benefits</b>				
5	Meal Coupons	Optional benefit to buy meals at INR 100 per day for 20 days (on an average). Default amount will be set as zero.	0	0
6	Car Lease Scheme	Available for Sr. Associate & above. Associate can join the scheme post 2 year completion. Default amount will be set as zero.	0	0
7	Car Fuel and maintenance	Optional benefit to enroll in to Car Fuel and Maintenance for people enrolled in car lease (Limits basis career stage) or self-owned car (Limit: INR 2000 per month). Default amount will be set as zero.	0	0
8	Driver Salary	Optional benefit to enroll in to Driver Salary for people enrolled in car lease (Available for Managers and above and limits basis career stage) or self-owned car (Available for all career stages and limit: INR 1000 per month). Default amount will be set as zero.	0	0
<b>C</b>	<b>Base Salary = (1+2+3+4+5+6+7+8)</b>		<b>39583</b>	<b>475000</b>
<b>D</b>	<b>Total Cash = (C)</b>			<b>475000</b>
9	Provident Fund	12% of Basic Salary *In case the Basic Salary is less than INR 15,000, the contribution shall be INR 1,800.	1800	21600
10	Gratuity	Deemed Value *Calculated at 4.81% of the basic salary (1.68% of base salary). The maximum aggregate value is INR 20,00,000.	667	7999
<b>E</b>	<b>Total Retiral Benefits (Company Contribution)</b>		<b>2467</b>	<b>29599</b>
<b>**Total Cost to the Company ( Before Tax Deduction) = D+E</b>				<b>504599</b>

\*\*The above stated elements of compensation are taxable as per applicable Income Tax Laws. All the figures are in INR (India Rupees) only.

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\*Note: The Program may be amended or withdrawn at any time and plan guidelines may be adjusted at the Company's discretion

**Other Company Benefits**

**Publicis Sapient India Group Mediciam Insurance Policy**

Medical Coverage

Floater of INR 3,00,000 per family (Addition Corp .Buffer INR 5,00,000 incase of normal illness and INR 15,00,000 in case of critical illness provided)

Family members covered

Self, Spouse & two children

**Group Life Insurance Policy: India**

Term Life Insurance (TLI) is the most basic form of life insurance. If the death of the insured individual occurs within his/her Publicis Sapient tenure, the insurance company will pay the death benefit. No money is paid at the time of individuals exit. For more information please read through the details available on the Publicis Sapient People Portal

**India Personal Accidental Insurance Policy**

Personal accidental is an insurance cover wherein, in the event of the person sustaining bodily injuries resulting solely or directly from an accident by external, violent and visible means, resulting into death or disablement. For more information please read through the details available on the Publicis Sapient People Portal

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## ANNEXURES

- Annexure 'A' - Terms of Employment
- Annexure 'B' - Elements of Compensation
- Annexure 'C' - Documents to be submitted on the Date of Joining

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## Annexure 'A'- Terms of Employment

We are detailing below some of the significant terms of employment and employment policies that will apply to you at Publicis Sapien, a division of TLG India Pvt. Ltd. ("Publicis Sapien"). Please ensure that you read and fully understand all the policies.

This offer supersedes all prior understandings, negotiations and agreements, whether written or oral, between you and Publicis Sapien as to the subject matter covered by this offer letter. During the term of your employment with the Company, you will be subject to all rules and regulations in accordance with Company policy as applicable, enforced, amended or altered from time to time.

### COMPENSATION AND BENEFITS

Your annual compensation will be as per the schedule annexed here to and will be subject to deduction of tax at source. It should be appreciated that salary structure is designed based on certain statutory / IT laws and keeping in line with industry norms/ practices and employee feedback. Hence it is subject to change based on any of these inputs or on promotion or depending on the options exercised by you for claiming certain tax friendly benefits on your joining.

Your total compensation package is the sum total of Base, and Retirals mentioned below:

#### A. Base

(Base comprises of fixed and flexible elements of base compensation.  
People have a choice to decide on the flexible elements of base compensation.)

##### Fixed Elements of Base Compensation

Basic salary

##### Flexible Elements of Base Compensation

House Rent Allowance (HRA)

Leave Travel Assistance (LTA)

#### B. Retirals (Company Contribution)

You would retire at the age of 60 years in accordance with the Company's Retirement Policy. On your retirement, you would be entitled to PF and Gratuity, as applicable. Please refer to the Company's Retirement Policy for further details.

### Other Benefits

Meal Coupons

Car Lease Scheme

Car Fuel & Maintenance (Self owned cars or Car Lease Enrollees)

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Driver's Salary (Self owned cars or Car Lease Enrollees)

## RELOCATION EXPENSES

This clause is only applicable to you if your package includes a component on relocation. Publicis Sapient agrees to cover your relocation benefits and expenses in accordance with the Publicis Sapient India Domestic Relocation Policy as amended from time to time. If you leave Publicis Sapient within 12 months of your start date, you agree to re-pay all relocation expenses on or before the day of your full and final settlement at Publicis Sapient.

## TRAINING

You will be on training for a period of 6 months from the start date of your employment. During your training period, your performance will be assessed by Publicis Sapient. Your confirmation is subject to your good conduct and satisfactory performance in accordance with the company policies. In the event your conduct/performance is found to be unsatisfactory, Publicis Sapient would reserve the right to extend your training period or terminate your services during or post completion of training period of 6 months. Expiry of your training period should not be considered as confirmation of your employment unless a confirmation letter is issued to you in this regard.

During this period, either party may terminate your employment by providing 30 days prior notice in writing to the other party.

## NOTICE PERIOD

- After the training period, the prior notice period required by either party for future termination is as mentioned below:-
  - Associates & Sr. Associates – 60 days

Subject to terms and conditions set forth herein below.

- The employment offered under this agreement shall be valid until either party terminates it by giving to the other party the number of days of prior notice specified above. Such notice may be given at any time during the course of employment. You are employed by Publicis Sapient "at will" and not for any specific term.
- In the event an employee requests for adjustment of his/her un-availed privilege leave against the stipulated notice period then the company may in its discretion agree to do so.
- Publicis Sapient reserves the right, at its sole discretion, to terminate your employment without providing the required period of notice, by paying salary in lieu of notice.
- Where you notified Publicis Sapient of your voluntary termination, Publicis Sapient reserves the right to accept your resignation anytime during the notice period stipulated above. You will be required to mandatorily provide minimum notice period of thirty (30) calendar days which will not be allowed to be adjusted against the un-availed privilege leave. You shall not be entitled to any

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salary or any benefits after the effective date from which such resignation is accepted by Publicis Sapient.

- In the event you do not provide the required period of notice, before voluntarily terminating your employment, Publicis Sapient reserves its right to forfeit your salary as per the requisite notice period duration. In addition, Publicis Sapient will also be entitled to adjust any amounts outstanding against you from your salary, accrued vacation or expense reimbursements, as may be legally permissible.
- You acknowledge that if you fail to provide the minimum notice period of thirty days as stated above, Publicis Sapient is bound to suffer substantial damages caused due to improper transition of work, delay in completion of project, hiring and training of your replacement as per our client's requirements. Therefore considering the gravity of damages that could be suffered by the company, the company reserves its right to assess and recover such damages from you as it deems fit.
- In case of breach of these Terms of Employment or misconduct (which includes amongst other things failure to return to work after vacation, absconding from work, taking actions injurious to Publicis Sapient's business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), Publicis Sapient may terminate your employment without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.
- There will be no waiver of the aforesaid notice period requirements unless otherwise specified in this letter or subsequently communicated to you.

## CAUSE FOR TERMINATION

In case of breach of these Terms of Employment or misconduct (which includes amongst other things failure to return to work after vacation, absconding from work, taking actions injurious to Publicis Sapient's business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), Publicis Sapient may terminate your employment without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.

## PROPRIETARY INFORMATION AND CONFIDENTIALITY

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.

During your employment with Publicis Sapient, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Publicis Sapient any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Publicis Sapient or any of our existing or prospective clients. Upon joining, you will be required to sign the standard Publicis Sapient Non-Disclosure, Non-Solicitation and Non-Competition Agreement regarding these and other matters relating to your employment.

## INTELLECTUAL PROPERTY

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All the proprietary rights title and interests in any and all intellectual properties, such as ideas, inventions, or works which are conceived, developed or prepared by you during your employment with the Company, shall vest with the Company absolutely.

## COMPLIANCE WITH POLICIES

You acknowledge that being an employee of Publicis Sapient you must comply with the corporate policies and procedures ("Janus") of the Publicis Groupe. You also understand and acknowledge that these policies and procedures are continually evaluated and these may be amended or altered from time to time and as applicable and enforced shall be binding upon you.

## DISCLOSURE AGREEMENT

You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business(es) or activities of the Company, and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between you or any immediate relative, any such interests or circumstances which may arise during your employment.

## INSIDER TRADING

Please note that during the period of your employment with Publicis Sapient and for a reasonable period thereafter, you will be strictly required to follow guidelines regarding insider trading and that will require compliance with U.S. Securities laws, including but not limited to not sharing of non-public information about Publicis Sapient or any of its Clients or affiliates that may trigger insider trading violations, with anybody, including spouse and family.

## ABSCONDING CLAUSE

If you absent yourself without approved leave or remain absent beyond the period of leave originally approved or subsequently extended, the same shall be considered as you having voluntarily terminated the employment without giving notice unless you

- Return to work within three days of the commencement of such absence, and
- Give an explanation to the satisfaction of the Company regarding such absence.

## LEAVE

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You will be entitled to leave, holidays and other service benefits as per the rules of the Company as amended from time to time.

## **TRAVEL**

You may be required to travel on Company work and you will be reimbursed expenses as per the Company policy.

## **PLACE OF WORK**

You may, during your employment with the Company, be considered for employment or assignment at any other work place/branch/division of the Company within India or in any other country where the affiliates of the Company do business. Decisions for such transfers, which may be for short duration or of a long-term or permanent nature, will depend on your suitability for the intended task and other relevant factors. In the event that such a transfer is requested by the Company, you will be required to report for duty at the new place of work from the effective date communicated to you in this regard.

## **WORK SHIFTS**

Please note that may Publicis Sapien require you to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you. Shift Work will be in accordance with the prevalent "Shift Work Policy" of the company.

## **EMPLOYMENT RESTRICTIONS**

Your employment with Publicis Sapien is conditional upon your not being employed simultaneously, whether full time or part time or as a contractor, with any other organization, person or entity. In the event you opt to become a partner in a partnership firm or a Director on the Board of any Company, you are required to seek prior written approval from Vice President, People Success. Publicis Sapien will have the sole discretion to approve or disapprove such a request based on Publicis Sapien's internal guidelines for deciding such requests.

## **BACKGROUND CHECK**

This clause is applicable to you during your probation period also.

Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of your appointment. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be

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automatically cancelled and your services will be terminated. If required, Publicis Sapien may also conduct client specific background checks regarding you after the commencement of your employment, in the event that a Publicis Sapien client requires background checks to be conducted as an eligibility condition for working on projects for such client and if you are staffed / are to be staffed to any such project. In the event any client prescribed background checks are to be conducted, you will be required to cooperate fully in the exercise and disclose the relevant information required from you for successfully completing such background check. Based on the results of such background check, Publicis Sapien reserves the right to withdraw your staffing on such project, or to take disciplinary action against you as appropriate.

### **CHANGE OF ADDRESS**

You shall keep Publicis Sapien informed of your latest postal address at all times and intimate in case of change of address. Any communication sent to you by Publicis Sapien on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

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<b>Annexure "B" to Offer Letter</b>	
<b>Elements of Compensation</b>	<b>Frequency of Payment/ Claim</b>
<b>A. Base</b>	
Base comprises of fixed and flexible elements of base compensation. People have a choice to decide on the flexible elements of base compensation.	
<b><u>Fixed Elements of Base Compensation</u></b>	
<b>1. Basic salary</b>	
	Monthly
<b><u>Flexible Elements of Base Compensation</u></b>	
<b>2. House Rent Allowance (HRA)</b>	
HRA is paid to people to meet cost of rental accommodation. HRA is a flexible component and can be fixed by the person between 10% and 21% of Base Salary.	Monthly
<b>3. Leave Travel Assistance (LTA)</b>	
LTA is fixed per career stage. It can be claimed only once in a year and is exempt from income tax twice in a slab of 4 years. For other two years LTA amount will be paid as taxable.	Annual
<b>4. Special Allowance</b>	
The special allowance is equal to Base minus (Fixed elements plus Flexible Elements) chosen by the person	Monthly

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<b>Optional Benefits</b>	
<b>5. Meal Coupons</b>	
This is an optional benefit to buy meals from the office cafeteria or from across hundreds of restaurants across India at INR 100 per day for 20 (on an average) working days.	Monthly
<b>6. Car Lease Scheme</b>	
There is an optional car lease scheme available for Sr. Associates and above at the time of Joining Publicis Sapien. Associates can join the car lease scheme on satisfactorily completing 2 years at Publicis Sapien.	Monthly
<b>7. Car Fuel &amp; Maintenance (Self owned cars / Car Lease Enrollees)</b>	
Optional benefit to enroll in to Car Fuel and Maintenance for people enrolled in car lease (Limits basis career stage) or self-owned car (Limit: INR 2000 per month). Default amount will be set as zero.	
<b>8. Driver's Salary (Self owned cars / Car Lease Enrollees)</b>	
Optional benefit to enroll in to Driver Salary for people enrolled in car lease (Available for Managers and above and limits basis career stage) or self-owned car (Available for all career stages and limit: INR 1000 per month). Default amount will be set as zero.	

<b>B. Retirals (Company Contribution)</b>	
<b>9. Provident Fund (PF)</b>	
As per the current rules and regulations governing the company's PF scheme, the person contributes 12% of the basic salary to the fund and the company contributes an equivalent amount. In case the basic salary is less than INR 15,000, the contribution shall be INR 1,800.	Monthly
<b>10. Gratuity:</b>	
Gratuity is calculated at 4.81% of the basic salary (1.684% of Base Salary). It is payable when a person leaves the services of the company after completion of a minimum of 5 years. The maximum aggregate value is INR 20,00,000.	

**The above stated elements of compensation are taxable as per applicable income Tax Laws.**

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**Other Benefits**

Benefits	Frequency of Payment/ Claim
<b>1. Group Medical Insurance</b>	
This is a group medical insurance cover for Publicis Sapient people during their employment with Publicis Sapient with a total floating medical cover of INR 3,00,000 per family and corporate buffer of INR 5,00,000 (INR 15,00,000 in case of critical illness) covering self, spouse and two children. For more information please read through the details available on the Publicis Sapient People Portal.	Annual
<b>2. Group Life Insurance</b>	
Term Life Insurance (TLI) is the most basic form of life insurance. If the death of the insured individual occurs within his/her Publicis Sapient tenure, the insurance company will pay the death benefit. No money is paid at the time of individuals exit. For more information please read through the details available on the Publicis Sapient People Portal.	Annual
<b>3. Group Personal Accident Insurance</b>	
Personal accidental is an insurance cover wherein, in the event of the person sustaining bodily injuries resulting solely or directly from an accident by external, violent and visible means, resulting into death or disablement. For more information please read through the details available on the Publicis Sapient People Portal.	Annual

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**Annexure "C":**

**Documents to be submitted prior to joining for Background Check purpose (Scanned format required):**

Components	Mandatory Documents (Scanned)
<b>Highest Education Qualification Attained</b>	<ul style="list-style-type: none"> <li>a. Degree / Provisional Certificate</li> <li>b. Final Year / Consolidated Mark Sheet</li> </ul>
<b>All Employments in last 05 years</b>	<p><b>For All Previous Employments -</b></p> <ul style="list-style-type: none"> <li>a. Experience OR Relieving Letter</li> <li>b. Offer Letter</li> <li>c. First and Last Pay Slips</li> </ul> <p><b>For Current Employment -</b></p> <ul style="list-style-type: none"> <li>a. Offer Letter</li> <li>b. Last 02 Months' Pay slips</li> </ul>

**Documents to be submitted on the Date of Joining:**

Components	Mandatory Documents (Hard Copy)
<b>For Employment Records</b>	<ul style="list-style-type: none"> <li>a. Experience and Relieving Letter (only from the last organization)</li> <li>b. Provident Fund (PF) number, Universal Account Number (UAN) and other details from the previous organization {For PF Transfer}</li> </ul>
<b>For Salary Account Opening Formalities</b>	<p><b>For New Salary Account -</b></p> <ul style="list-style-type: none"> <li>a. 1 colored passport size photograph</li> <li>b. Proof of Identity (PAN / PASSPORT / VOTER ID CARD)</li> </ul> <p><b>For Existing Citibank/ICICI/YES Bank Account Holders -</b></p> <ul style="list-style-type: none"> <li>a. Account Details</li> </ul>
<b>Identity &amp; Address Proof</b>	<ul style="list-style-type: none"> <li>a. 1 colored passport size photographs</li> <li>b. 2 copies of PAN Card</li> <li>c. 2 photocopy of Permanent Address proof(Aadhar Card is a mandatory document, if you don't have one please apply ASAP)</li> <li>d. Passport copy</li> </ul>

**Please Note:** If you "**DO NOT**" have the PAN card, immediately apply for it, by logging on to the below link <https://tin.tin.nsd.com/pan/index.html>

**Note:** Any delays in submitting the PAN details will lead to delay in processing your salary

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**Training:**

This offer of employment is conditional upon the successful completion of our extensive training program which shall be provided to you by Hadaf Al Khaleej Management Consultancy.

Please be advised that all potential candidates must undergo and pass the 15 days intensive training program. During your training period you will not receive any kind of compensation whatsoever as it is pre-condition of your employment that must be fulfilled by you in order for us to grant you a position within in our company.

After completion of the intensive training program you must pass the evaluation test. Should you pass the evaluation test then you will be deemed to have met the pre-conditions of this offer letter and will then be able to submit your documents for processing so you can join tahseel's operations team. Failure to pass the evaluation test will result in this conditional offer being rescinded and deemed null and void.

**Non Competition:**

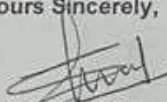
By signing this offer, you undertake that, in the event of the termination of employment, you shall not for a period of one year from the effective date of termination engage, directly or indirectly, in a business activity similar to that of the Company in the U.A.E. or interact with any customer, supplier or representative of the Company as per labor law article no. 127.

The above offer is subject to the conditions stated herein and to your employment visa and/or labor card being approved by the competent authorities of UAE, your compliance with all UAE labor and immigration requirements.

This conditional offer is valid for three days, and thus you will need to advise us if you wish to adopt it by signing a copy of this letter and returning it to us by that date. We shall then schedule your training accordingly.


If you have any queries or require further clarification please do not hesitate to contact us.

Yours Sincerely,

  
Shapheer Shaffy  
General Manager

cc: 1. Admin  
2. Accounts



I hereby accept the terms set out above which I have read and understood.	
Name	: <u>Fidba Fathima</u>
Date	: <u>02/10/2021</u>
Signature	: <u></u>
Joining Date	: _____

CYGNUS/APP/HRD//156  
19<sup>th</sup> April 2021

**Ms. Ayshath Jabira**  
#1-224(3) Angadihithlu House,  
Naringana  
Bantwal  
575018

## APPOINTMENT LETTER

Dear Ayshath,

We have pleasure in appointing you as "**Assistant - IT**" in our organization, effective from **19<sup>th</sup> April 2021** on a **Monthly Gross Salary of Rs.10000/- (Ten Thousand Only)**, on the following terms and conditions:

### 1. Placement & Compensation

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

### 2. Probation:

That you will be on probation for a period of **six months**. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

### 3. Salary revision

Your salary will be reviewed based on annual performance appraisal, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

### 4. Posting & Transfer

Your initial posting will be at Mangalore and you will be reporting to the **Head - IT** on day to day basis. However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

# Contract Position With Impelsys India Pvt. Ltd - Hajirath Sakira - Trainee- Courseware Developer



Inbox



Sharanya B Yesterday

to me ▾



Dear Hajirath Sakira,

## Congratulations!!

This is to inform you that we are extending an offer to you as **Trainee- Courseware Developer** (On contract basis) with Impelsys India Pvt Ltd for a sum of **Rs 15,000 /-** per month.

Also, note that the contract period is for **1year** from the date of joining.

You will be required to report for work on **Monday the 28th of November 2022** up to which date this offer is valid.

Kindly share the documents requested in Annexure - 1, on the **28th of November 2022** to smoothly complete the on-boarding formalities.

Please report for joining @ 10.00 AM. We are looking forward to meeting you on your joining date in our Mangalore office.

Kindly call back should you have any questions/queries on the offer. If not, please acknowledge the mail with an **"Accepted Mail"** on **25th of November 2022**.

Best Regards

**Sharanya B**

Senior Executive - Talent Acquisition

Mobile Number: +91 9141780822





## Offer Letter

Name: Goutham K G

Date: Tuesday, September 8, 2020

Dear Mr. **Goutham K G**,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (“**Company**”), on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, September 15, 2020**. Your work location would be **Davanagere / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.

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

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be

done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

**5. Department, Designation & Reporting Manager:**

Department : Business Development (51000000)  
Designation : Business Development Trainee - Sales  
Reporting Manager : Rahul Raj (TNL201605108)  
Role Location : Davanagere / Bangalore  
BDT Training Location : Byjus - Bangalore

The two months training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

**6. Cost to the Company:** Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your 2 months training period.

**7. Deductions:** The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

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

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

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

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

10. **Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

11. **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

12. **Termination:** Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

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

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door



and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

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

**14. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

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

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

**16. General Provisions:**

- a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.
- b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
- i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- j. All disputes arising herein shall be governed by the laws of India and the jurisdiction

to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

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

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

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

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

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. 3 Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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

## 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.



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**Date:03/14/2021**

**Mr./Ms. Fathima Noumeeza**

**Beside Delta Eyecare Prasad Apartment**

**Mangalore - 575002**

**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 **03/18/2021**. Kindly ensure that you confirm your acceptance of the offer in writing, on or before **03/16/2021**. 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 **03/18/2021**.
- 7. Location:** Your work location will be **Bangalore Rural, 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, appearing to read "N. Sangeetha Ponnappa".

**N Sangeetha Ponnappa (AVP - HRM)**

**Date:03/14/2021**

**Fathima Noumeeza**

**Date:03/14/2021**

**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

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[contact@slkgroup.com](mailto:contact@slkgroup.com)



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**COMPENSATION AT A GLANCE**

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**Name:Fathima Noumeeza**

**Designation:Trainee - Software**

**Place:Bangalore Rural, India.**

**Date:03/14/2021**

<b>Salary Break-Up</b>	
<b>A. Components</b>	<b>Amount in INR</b>
Basic	180,000.00
House Rent Allowance	72,000.00
Ad hoc Allowance	1,157.00
ST Bonus	32,760.00
Flexi Benefit Plan (FBP)*	3,833.00
<b>B. Retirals &amp; Benefits</b>	
Company contribution to Provident Fund	21,600.00
Company contribution to Gratuity Fund	8,650.00
ESI Employer Contribution	0.00
<b>Total</b>	<b>320,000.00</b>

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



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**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,

I accept the offer as outlined above.

*N. Sangeetha Ponnappa*

**N Sangeetha Ponnappa (AVP- HRM)**

**Fathima Noumeeza**

**Date:03/14/2021**

**Date:03/14/2021**



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## 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.



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### 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.*





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### 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 ( <b>Convocation</b> ) 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"> <li>• 3 Recent passport size photographs with <b>White Background</b></li> <li>• Size Should be <b>3.5 cm X 4.5 cm</b></li> <li>• <b>Dress Code for Men:</b> Blazer, Dark coloured shirts and ties complementing the shirt</li> <li>• <b>Dress Code for Women:</b> Indian Formals - Sari, Western Formals - Blazer, Shirt and Trousers, Minimal Jewelry</li> <li>• Well dressed and groomed</li> </ul>
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.



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### 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.



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Date:03/14/2021

### TERMS & CONDITIONS OF EMPLOYMENT

Mr./Ms. Fathima Noumeeza  
Beside Delta Eyecare Prasad Apartment  
Mangalore - 575002

In continuation to our Offer of Employment dated **03/14/2021**, 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. **03/18/2021**.
- **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

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[contact@slkgroup.com](mailto:contact@slkgroup.com)



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- **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.



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- **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 sixty (60) 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.



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- **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.



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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 black ink that reads 'N. Sangeetha Ponnappa'.

**N Sangeetha Ponnappa (AVP- HRM)**

**Date:03/14/2021**

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.

---

**Fathima Noumeeza**

**Date:03/14/2021**

## 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.



SLK88200

### MEDICAL LETTER

**Date:03/14/2021**

#### Dr Lal PathLabs

Dear Sir/Madam,

**Fathima Noumeeza** will be visiting you for undergoing the following tests:

- Hemoglobin – TC – DC – ESR
- Fasting Blood Sugar
- Urine Routine Examination
- Medical Examination by the Physician
- Drug Test 10

Kindly complete the above tests and send the reports directly to SLK Software within 2 days of completing the tests.

The cost of the tests will be borne by SLK Software. Kindly invoice us the same for payment.

Yours sincerely,

A handwritten signature in black ink, appearing to read "N. Sangeetha Ponnappa".

#### **Authorized Signatory**

**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

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CIN: U72200KA2000PTC027503

[contact@slkgroup.com](mailto:contact@slkgroup.com)



November 17, 2020

Dear Ansari,

We are pleased to offer you the role of **Trainee Software Engineer** with **Pace Wisdom Solutions Private Limited**. In this capacity, you will perform the duties and responsibilities set out by the organization that may be required by the Company and assigned to you from time to time.

The key terms and conditions of employment are as set out in this letter.

You will be reporting by **November 18, 2020** as a full-time employee of the Company.

The base pay and allowances will be governed by the prevalent employment policies of the Company as in force from time and subject to deductions under applicable laws as may be in force from time to time. Your Cost to Company will be **INR 2,12,004/- (Rupees Two Lakhs Twelve Thousand and Four Only)** during the first year of employment. You will be on a probation for the first 6 months and you will be under training and continuous evaluation. You will be moved from probation to permanent employment after you successfully complete 6 months, upon proven performance.

You will be given a hike for the second year. Your CTC will be revised to **INR 3,50,000/- (Rupees Three Lakhs Fifty Thousand only)**, or more, based on your performance on completion of 1 year.

You will be under a Service Agreement Bond with the Company for Two (2) years from the date of Joining. During this 2 years period, if you leave/ resign/ abandon the services or violate the terms of employment Agreement, you will have to pay **liquidated damages amounting to INR 2,00,000 /- (Rupees Two Lakhs Only)**.

The Company shall be entitled, at its discretion, to conduct reference and / or background checks as per Company policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer / or terminate employment at any time. You will be governed by the service rules and regulations of the Company which are in force or may come in force from time to time.

Pace Wisdom Solutions is excited about your joining and looks forward to a beneficial and productive relationship.

Sincerely,



**Bharath Jatangi**

**Director, PACE Wisdom Solutions Pvt. Ltd.**

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

**Candidate Name**

**Signature**

**Date**

**Annexure 1**

**Documents required at the time of joining**

We request you to the following documents:

1. All educational certificates including mark sheets.
2. Original Marks card of 10<sup>th</sup> and 12<sup>th</sup> along one copy of Xerox of each
3. ID Proof – Original+2 copies (Preferably PAN Card)
4. Address Proof-Original+2 copies (Preferably Aadhar Card)
5. Five recent passport sized photographs with white background.
6. Letter of Conduct from the College.

The Company reserves the right to request for any additional documents to be submitted along with the above on the Date of Joining or at any time during the term of employment

October 11, 2020

Dear Sha Faisal ,

We are pleased to offer you the role of **Trainee Software Engineer** with **Pace Wisdom Solutions Private Limited**. In this capacity, you will perform the duties and responsibilities set out by the organization that may be required by the Company and assigned to you from time to time.

The key terms and conditions of employment are as set out in this letter.

You will be reporting by **October 12, 2020** as a full-time employee of the Company.

The base pay and allowances will be governed by the prevalent employment policies of the Company as in force from time and subject to deductions under applicable laws as may be in force from time to time. Your Cost to Company will be **INR 2,12,004/- (Rupees Two Lakhs Twelve Thousand and Four Only)** during the first year of employment. You will be on a probation for the first 6 months and you will be under training and continuous evaluation. You will be moved from probation to permanent employment after you successfully complete 6 months, upon proven performance.

You will be given a hike for the second year. Your CTC will be revised to **INR 3,50,000/- (Rupees Three Lakhs Fifty Thousand only)**, or more, based on your performance on completion of 1 year.

You will be under a Service Agreement Bond with the Company for Two (2) years from the date of Joining. During this 2 years period, if you leave/ resign/ abandon the services or violate the terms of employment Agreement, you will have to pay **liquidated damages amounting to INR 2,00,000 /- (Rupees Two Lakhs Only)**.

The Company shall be entitled, at its discretion, to conduct reference and / or background checks as per Company policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer / or terminate employment at any time. You will be governed by the service rules and regulations of the Company which are in force or may come in force from time to time.

Pace Wisdom Solutions is excited about your joining and looks forward to a beneficial and productive relationship.

Sincerely,



**Bharath Jatangi**

**Director, PACE Wisdom Solutions Pvt. Ltd.**

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

**Candidate Name**

**Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Annexure 1**

**Documents required at the time of joining**

We request you to the following documents:

1. All educational certificates including mark sheets.
2. Original Marks card of 10<sup>th</sup> and 12<sup>th</sup> along one copy of Xerox of each
3. ID Proof – Original+2 copies (Preferably PAN Card)
4. Address Proof-Original+2 copies (Preferably Aadhar Card)
5. Five recent passport sized photographs with white background.

The Company reserves the right to request for any additional documents to be submitted along with the above on the Date of Joining or at any time during the term of employment

November 17, 2020

Dear Ankitha,

We are pleased to offer you the role of **Trainee Software Engineer** with **Pace Wisdom Solutions Private Limited**. In this capacity, you will perform the duties and responsibilities set out by the organization that may be required by the Company and assigned to you from time to time.

The key terms and conditions of employment are as set out in this letter.

You will be reporting by **November 18, 2020** as a full-time employee of the Company.

The base pay and allowances will be governed by the prevalent employment policies of the Company as in force from time and subject to deductions under applicable laws as may be in force from time to time. Your Cost to Company will be **INR 2,12,004/- (Rupees Two Lakhs Twelve Thousand and Four Only)** during the first year of employment. You will be on a probation for the first 6 months and you will be under training and continuous evaluation. You will be moved from probation to permanent employment after you successfully complete 6 months, upon proven performance.

You will be given a hike for the second year. Your CTC will be revised to **INR 3,50,000/- (Rupees Three Lakhs Fifty Thousand only)**, or more, based on your performance on completion of 1 year.

You will be under a Service Agreement Bond with the Company for Two (2) years from the date of Joining. During this 2 years period, if you leave/ resign/ abandon the services or violate the terms of employment Agreement, you will have to pay **liquidated damages amounting to INR 2,00,000 /- (Rupees Two Lakhs Only)**.

The Company shall be entitled, at its discretion, to conduct reference and / or background checks as per Company policy and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer / or terminate employment at any time. You will be governed by the service rules and regulations of the Company which are in force or may come in force from time to time.

Pace Wisdom Solutions is excited about your joining and looks forward to a beneficial and productive relationship.

Sincerely,



**Bharath Jatangi**

**Director, PACE Wisdom Solutions Pvt. Ltd.**

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

**Candidate Name**

**Signature**

**Date**

**Annexure 1**

**Documents required at the time of joining**

We request you to the following documents:

1. All educational certificates including mark sheets.
2. Original Marks card of 10<sup>th</sup> and 12<sup>th</sup> along one copy of Xerox of each
3. ID Proof – Original+2 copies (Preferably PAN Card)
4. Address Proof-Original+2 copies (Preferably Aadhar Card)
5. Five recent passport sized photographs with white background.
6. Letter of Conduct from the College.

The Company reserves the right to request for any additional documents to be submitted along with the above on the Date of Joining or at any time during the term of employment

26 Nov 2022

**Afreed A R**  
T B MAIN ROAD N R PURA  
CHIKMAGALUR, D  
KARNATAKA, St 577134

## Offer of Employment

**Dear Afreed,**

Congratulations! We are pleased to extend an offer of employment to you as “**Senior Software Engineer - Team Lead**” at Scientia. We extend this offer, and the opportunity it represents, with great confidence in your abilities.

As discussed and agreed during the interviews you had with us, the role is primarily **Production support, Development and Team Building** .

We are confident you will be putting in your best efforts to make a significant contribution to the success of Scientia and build a fruitful career for yourself. We eagerly look forward to working with you.

1. Your employment with us will be governed by the terms and conditions referred to in Annexure - A
2. Your **Cost To the Company (CTC) would be ₹3,00,000 Per Annum** (TDS applicable if any).
3. Your date of joining would be on or Before **7 December 2022**.
4. The mode of work will be “**Working from Home**”

**Sincerely,**  
**For, Scientia Innovation Private Limited.**



**Mili Sreedharan**  
**Director Operations**  
**Scientia Innovation Private Limited.**

---

## Annexure - A

### Terms and Conditions

The following outlines the terms and conditions of employment with **Scientia Innovation Private Limited**. The Company reserves the right to change these terms and conditions as necessary, with due notice.

1. You will be under probation for 3 Months and the confirmation of your employment will be subject to your performance during the probation period.
2. The work timing would be from 9:30 AM to 6:00 PM IST. All weekdays and all Saturdays except the **Second and Last Saturday** of the month will be an official working day.
3. Mode of working will be Working From Home and you need to have your own system with good internet connectivity and configurations to perform your work smoothly.
4. You agree to work on a full-time basis exclusively for the Company and agree that you shall not, while you are employed by the Company, be employed or engaged in any capacity, in promoting, undertaking or carrying on any other business that competes with the Company or interferes or could reasonably interfere with your duties to the Company without our prior written permission.
5. Company has established a variety of policies and standards that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards, and any future policies and standards that are reasonably introduced by the Company. It is agreed that the introduction and administration of these policies is within the sole discretion of the Company and that these policies do not form part of this Agreement. It is agreed that if the Company introduces, amends or deletes employment-related policies as conditions warrant that such introduction, deletion or amendment does not constitute a breach of this Agreement.
6. You hereby agree that, while you are employed by Company and for **one (1) year** following the termination of your employment with Company, you will not (i) recruit, attempt to recruit or directly or indirectly participate in the recruitment of, any Company employee or (ii) directly or indirectly solicit, attempt to solicit, canvass or interfere with any customer or supplier of the Company in a manner that conflicts with or interferes in the business of Company as conducted with such customer or supplier.
7. Should you wish to resign your employment with the Company during probation or permanent employment, you will be required to provide **2 Month written notice** to enable us to transition to your work.
8. The company reserves the right to terminate the employment agreement with or without notice in cases of gross misconduct/disciplinary issues, poor performance, violence, fraud, etc. In these cases the service of the employee with the company will be terminated with immediate effect.



HRD/3T/1003478039/21-22

January 24, 2022

Ms. Farvin Ashraf  
Farhan Manzil, Abbigudde,  
Mavinakatte  
Kundapura-576283  
India

Ph: +91-7353631246

Dear Farvin,

Welcome to Infosys!

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

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

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

Warm regards,

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.01.24 15:31:56 IST  
Reason: Digitally Signed  
Location: Bangalore

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

HRD/1003478039/21-22

January 24, 2022

Ms. Farvin Ashraf  
Farhan Manzil, Abbigudde,  
Mavinakatte  
Kundapura-576283  
India

Ph: +91-7353631246

Dear Farvin,

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 **10-Feb-2022**.

### **Location**

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

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

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

### **Training**

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

## **Probation and Confirmation**

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

## **Leave**

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

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

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

## **Agreement**

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

## **Compensation and Benefits**

### **Salary**

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

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

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

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

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

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

### **Notice Period**

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

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

### **Background Checks**

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

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

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

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

### **Other Terms and Conditions**

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

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

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

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

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

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

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

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

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



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

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



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

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

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

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

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

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

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

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



PLACEMENT BIT &lt;placements@bitmangalore.edu.in&gt;

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**Qspiders-Final Selects [BIT Mangalore ]**

2 messages

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**Likhitha** <likhitha.r@qspiders.com>  
To: placements@bitmangalore.edu.in

Sun, Jul 26, 2020 at 1:52 PM

m

Hello Sir/ Mam ,  
We are Happy to share the list of final selects from your College.  
we heartily congratulate the students.  
You can consider this as confirmation & we will be sending hard copy of Offer letter to college after free down.

--

Thanks & Regards  
Qspiders Team,  
Likhitha Raj  
9513684738

**BIT Karnataka.xlsx**

11K

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**PLACEMENT BIT** <placements@bitmangalore.edu.in>

Sun, Jul 26, 2020 at 5:03 PM

To: Likhitha &lt;likhitha.r@qspiders.com&gt;

Thank you very much Likhitha. Ms.Mariyam Mashooma hasn't taken the interview, kindly requesting you to provide her the opportunity too.

Regards,  
Ashwini  
[Quoted text hidden]

Name	Contact	Email ID	Stream	10th %	12th %
Mariyam Mahsooma	9740826245	mariyammahsooma1@gmail.com	CSE	86	80
Mustafa ansari	9980751088	mustafaansari4323@gmail.com	ECE	80	76.5
Ansari Abdullah	8971889634	ansaridx99@gmail.com			
Mohammed thashreef	8746827011	mthashrif@gmail.com			
Madeeha Nousheen	8496811403	nousheen6111998@gmail.com			
Meenaz fathima s	7760682406	meenazsmr13@gmail.com			
Fathima Amra Suma	8105456280	fathimaamra150@gmail.com			
Shamshad Banu	9108133122	shamshad.hnr813@yahoo.com			
Ayisha Basila	8105922581	basila1812@gmail.com			

Deg % [Overall]	College	Time slot	Interview	Date	Calling Status.		
65	BIT	2pm	Syed	25th Jul	Informed	2	
65	BIT	2:10	Syed	25th Jul	Informed	2	
	BIT	2:20	Syed	25th Jul	Informed	2	
	BIT	2:30	Syed	25th Jul	Informed	2	Selected
	BIT	2:40	Syed	25th Jul	Informed	2	Selected
	BIT	2:50	Syed	25th Jul	Informed	2	
	BIT	3pm	Syed	25th Jul	Informed	2	Selected
	BIT	3:10	Syed	25th Jul	Informed	2	
	BIT	3:20	Syed	25th Jul	Informed	2	

# CodeCraft Technologies

USER EXPERIENCE • MOBILITY • CLOUD

1-October-2020

To,  
Mohinuddin

Dear Mohinuddin,

With reference to your application and subsequent interview with us, we are pleased to offer you the position as "Trainee Engineer, Software Development" with CodeCraft Technologies Pvt Ltd.

At CodeCraft Technologies you will soon discover, it is all about people - the best people. This offer comes to you as the culmination of a rigorous selection process and you're sure to find a challenging peer group at CodeCraft Technologies Pvt. Ltd. We are positive that you will find the work environment stimulating and conducive to help you realize your professional goals.

We trust our relationship will be guided by a quest for excellence in all facets of our interaction as well as based on a foundation of mutual respect and sincerity in all dealings.

Please endorse your acceptance by duly signing the duplicate copy of this letter at the earliest.

Welcome onboard!

2<sup>nd</sup> Floor, Classique Arcade, K.S.Rao Road, Mangalore – 575001, Karnataka, India

Phone: +91 824 2443697 | CIN: U72200KA2011PTC058348

Page 1 of 6

# CodeCraft Technologies

USER EXPERIENCE • MOBILITY • CLOUD

## Annexure I:

### 1. Date of Joining ("05-October-2020")

You are expected to report to work not later than at 10:00 hrs at CodeCraft office premises located at 2<sup>nd</sup> Floor, Classique Arcade, K.S.Rao Road, Mangalore - 575001. On your joining date, you will be required to sign the Employment Agreement detailing the specific terms and conditions of your engagement with CodeCraft.

### 2. Salary

Your Annual Total Employment Cost to the Company would be INR 3,40,000 per annum (Three Lakhs Forty Thousand only) the details of which is been given in the Annexure II attached below.

### 3. Place/Transfer

Your present place of work will be at Place (Mangalore Office ), but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

### 4. Probation/Confirmation

You will be on a Probation period for the period of Six months. Based on your performance your services will be confirmed with the company after Six Months.

### 5. Leave Policy

As per company Policy, You will also be eligible for public holidays, as decided by the Company.

### 6. Termination of Employment

Your appointment will be subject to the verification of your credentials, testimonials and other particulars mentioned by you in your Application at the time of your appointment. If the particulars given by you are in any way found to be inaccurate or misleading, your employment shall be deemed to be automatically canceled and your services will be terminated.

2<sup>nd</sup> Floor, Classique Arcade, K.S.Rao Road, Mangalore – 575001, Karnataka, India

Phone: +91 824 2443697 | CIN: U72200KA2011PTC058348

Page 2 of 6

## 7. Commencement of Employment

You will be governed by the rules, regulations and other Company policy (together the "Company Policy") of CodeCraft Technologies Pvt Ltd as applicable, enforced, amended or altered from time to time during the course of your employment. Upon the commencement of employment, you would be required to submit to the Company all documents as outlined in Annexure III within 2 (Two) days. Any delay in submitting documents beyond 2(Two) day will result in termination of your employment.

## 8. Working Hours

Your working hours will be as advised to you by your superiors from time to time but will not ordinarily be over 48hrs working hours a week.

## 9. Notice Period

The Employee shall serve a notice period for Three Months (3 Months). The Notice Period shall start from the date of acceptance of his/her resignation by his/her manager ("Notice Period").

## 10. Retirement

Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

## 11. Your Responsibilities towards CodeCraft

- a. During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. You will be required to maintain utmost secrecy in respect of Project documents, technical or other important information, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
- b. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
- c. This Offer letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it becomes known that you have made a false statement after due background

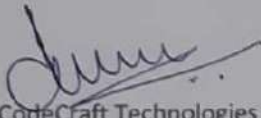
# CodeCraft Technologies

USER EXPERIENCE • MOBILITY • CLOUD

verification (or have not disclosed a material fact) resulting in your being offered this Offer, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance. We welcome you to CodeCraft Technologies family and look forward to a fruitful collaboration.

With best wishes,

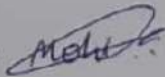


For CodeCraft Technologies Pvt Ltd.,  
Ashwin Aroli  
Manager, HR

Agreed and Accepted: I accept your offer as outlined in this letter, including any subsequent revisions, and I will be available to begin work at CodeCraft Technologies Private Limited. I understand that this offer is contingent upon successful completion of reference and a background check if required.

Name: Mohinuddin

Date: 05/10/2020

Signature: 



# CodeCraft Technologies

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## Annexure II: Cost to Company

Components	Monthly	Annual
Basic	11730	140760
HRA	4692	56304
Medical Allowance	1250	15000
Conveyance Allowance	1600	19200
Special Allowance	4188	50256
<b>Gross (A)</b>	<b>23460</b>	<b>281520</b>
<b>Employee Contribution</b>		
PT	200	2400
PF	1408	16896
<b>Total (B)</b>	<b>1608</b>	<b>19296</b>
<b>Employer Contribution</b>		
EPF (C)	1542	18504
Medical Insurance (D)	-	8500
LIC - Term Insurance (E)	-	1800
Gratuity - As per Gratuity Act (F)	-	6767
Performance Bonus (G)	-	22909
<b>Take Home (A-B)</b>	<b>21852</b>	<b>262224</b>
<b>CTC (A+C+D+E+F+G)</b>	<b>25002</b>	<b>340000</b>

### Note:

The above will be paid (CTC) subject to tax deductions at source as per Income Tax Act. The Performance Bonus is payable on completion of 2 years based on your individual performance.

Medical and Life Insurance: You are entitled to Company's medical assistance scheme for Self, Parents, Spouse and 2 children. This scheme provides medical insurance cover upto Rs. 1,00,000/- per annum (T&C apply). You are also entitled to a Term Life Insurance coverage of Rs.6,00,000/-



# KANACHUR INSTITUTE OF MANAGEMENT & SCIENCE

(Affiliated to Mangalore University)

University Road  
Deralakatte  
Mangaluru -575 018

Ph. : 0824 - 2982382 / 2203382 / 2203982  
Website : [www.kanachur.org](http://www.kanachur.org)  
E mail : [kimscampus@gmail.com](mailto:kimscampus@gmail.com)

Date: 10/01/2023

Place: Deralakatte

## Service Certificate

This is to certify that Ms.Fathima is working as a lecturer-in- Computer Application in our Institution since 10<sup>th</sup> October 2022.

**Principal**

**Kanachur Institute of Management and Science**  
University Road, Deralakatte  
Mangalore - 574 160

**Ms. Ayisha Basila**  
Dubai -UAE  
Passport No: T9407476  
Email address: [basila1812@gmail.com](mailto:basila1812@gmail.com)  
Mobile Number: 052 550 5736  
Nationality: India

14 June 2022

**Sub: Job Offer Letter**

Dear Ms. Ayisha Basila,

Thank you for the keen interest you have shown in our organization. Consequent to your application Interviews and the personal discussions with us, we are pleased to offer you a career with **Azym Technologies L.L.C.** Please accept our heartiest congratulations.

If you accept this offer and join our services, you will be designated as "**Direct Sales Executive**".

Your employment will be subject to the Standard Terms and Conditions of Employment of Azym Technologies and will be governed by various policies, rules and guidelines of Azym Technologies. It will also be guided by the core values and beliefs of Azym Technologies. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

The overall compensation offered to you is **AED 2,500 (Two Thousand Five Hundred Dirhams)** per month.

This offer of employment with Azym Technologies is subject to the successful completion of your Background Verification conducted by Azym Technologies or any other agency appointed by Azym Technologies.

By accepting this offer of employment, you will be deemed to confirm that:

(i) Prior to joining our employment, you have terminated your employment with your current/previous employer in accordance with the terms and conditions of the said employment.

(ii) On joining our employment, there are no continuing obligations or restrictions which apply to you Vis-à-vis any of your previous employments.

*Saida*

(iii) You are not restricted, prohibited or constrained from accepting this offer of employment from Azym Technologies and that you have not, during the course of your previous employment/s entered into any Agreement / arrangement which in any way restricts/prohibits or debars you from accepting the offer made by Azym Technologies.

(iv) That no amounts will be due and payable by you to your previous employer/s.

(v) On joining our employment, that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to your previous employer/s.

This offer will be valid till **June 18, 2022**. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on or before **June 18, 2022**. If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

If you accept this offer of employment, you are required to join your employment on **June 18, 2022**. If you are unable to report on the above date you are required to inform us in writing.

Please see Annexure 2 for details of the documents you are required to produce at the time of joining. This offer of employment is subject to production of the said documents. The determination of the adequacy or authenticity of all or any of the said documents will be at Azym Technologies sole discretion.

**We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the Azym Technologies family.**

Sincerely,  
for Azym Technologies L.L.C

Accepted

Shafeek kabeer  
CEO & Founder

Name: Ayisha Basika  
Date: 16/06/2022  
Basika

Encl: Annexure 1  
Annexure 2

We are happy to offer you the position of on the following terms:

**Name:** Ayisha Basila  
**Designation:** Direct Sales Executive

Basic Salary (AED)	1,500
HRA (AED)	750
Transportation Allowance (AED)	250
Other Allowance (AED)	N/A
<b>Total Package (AED)</b>	<b>2,500</b>
Visa Status	Employment
Contract Duration	Unlimited
Holidays	As per UAE Labour Law
Leave Cycle	Every One Year
Air Ticket Allowance	Every One Year (2 Way Ticket)
End of Service Benefits	As per UAE Labour Law
Insurance	As per UAE Labour Law
Working Hours	48 Hours Every Week
Over Time	As per UAE Labour Law

*Apart from salary you are entitled to get a 10% - 20% Sales.*

*Basila*

Annual Performance Bonus

The incentive will be performance-based and determined based on objective and quantitative indicators that determine how well you have met the performance objectives. The details of your objectives, and parameters used for determining the incentive component will be communicated to you on joining employment. You will be eligible for bonus only after successful completion of one year of employment with Azym Technologies.

Location

The initial place of work would be Al Qusais 1, Dubai - UAE. Azym Technologies reserves the right to change your place of work in its sole discretion.

Probationary Period

You will be on probation for a period of not less than 3 months from the date joining but not exceeding 6 months. Your performance will be evaluated against the company standards on completion of the probation period.

Resignation / Termination of Service

During your employment with Azym Technologies, a notice of 30 days is required to terminate employment from either side. Notice period during probationary period as per UAE Labour Law. Azym Technologies may terminate your employment by payment in lieu of 30 days' notice, without assigning any reason whatsoever, at the sole discretion of the Company. **If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company in lieu of the balance notice period.** However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

You may deliver the notice of termination by hand to your Department Manager or by Registered post to your Department Manager and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the latter case. Service of notice of termination from the Company will be deemed to be complete on the date of dispatch of such notice by registered post to the address furnished by you and available as per our records or on hand delivery of the notice to you, whichever is earlier. However, where the circumstances so warrant, the Company reserves the right to terminate your employment with immediate effect.

Increments and Promotions

Your growth in the organization through promotions and salary increments will depend solely on your performance and contributions to the Company, as determined by the management through periodic performance appraisals.

*Basim*

### Compliance to Quality Standards

5

You will be required to understand and implement standard procedures evolved at Azym Technologies L.L.C. Your attitude toward adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

### Background Verification

You have been employed on the basis of the particulars furnished by you. In case the said particulars are found to be incorrect or it is found that you have concealed or withheld any relevant facts, your employment with the Company shall stand terminated / canceled forthwith without any notice.

### Working Hours

The normal working hours are from 8.00 am to 5 pm. Saturday through Thursday and **Friday** are holiday. The company reserves the right to alter or modify its working hours or holidays temporarily or permanently.

### Dress Code

All employees of the Company are required to be in Business Formal wear on all working days. Men: Full sleeves light colored shirt, dark trousers, tie, black shoes and dark socks  
Women: Western business formals, cotton churidar kameez, Abaya, Pardha, salwar kameez, starched cotton saris and professional looking sandals.

### Duties and Responsibilities

1. You will be required to serve in the assigned position or in such other capacities, consistent with your status and position in the Company, as may be requested from time to time by the Company.
2. In the course of your employment, the Company will expect you to display a high standard of initiative, efficiency and economy. You shall diligently, faithfully and to the best of your abilities perform the duties and services related to your assigned post as well as such additional or different duties and services consistent with your position, as you may be reasonably be directed to perform by the Company from time to time. For the performance of all such duties and services, you shall use all the knowledge, skill and experience that you possess, to the entire satisfaction of the Company.
3. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the Company's image as suppliers of quality software and services.

*Basil*

4. You shall devote your full time and attention during your employment with the Company exclusively to the business and affairs of the Company and shall not, during your employment with the Company, without the prior written consent of the Company, directly or indirectly, carry on or be engaged, concerned or interested in any manner whatsoever in any other employment, business, trade or occupation, either on a part-time or full-time basis, in an honorary capacity or otherwise, either during or after normal business hours.

#### Confidentiality

1. You agree to sign and be bound by the terms of the Non-Disclosure, Non-Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter. 2. Further, the Executive also agrees to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time. 3. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure will be considered a serious misconduct and breach of the terms of your employment.

#### Posting / Transfer of Service

While your initial place of work is as intimated in your Letter of Offer, you are liable to be transferred to any department / division of the Company / its business associates' / clients, in UAE or abroad, as required by the exigencies of the business at the discretion of the Company.

#### Travel

You may be required, from time to time, to travel to locations outside your place of posting, within UAE and abroad, on short notice.

#### Expenses

Upon presentation of appropriate documentation, the Company shall reimburse to you all reasonable and necessary out-of-pocket expenses, including travel expenses, actually incurred by you in the course of your employment. The Company has policies and procedures in relation to the reimbursement of such expenses that may be revised from time to time. The reimbursement of expenses shall be subject to the same having been incurred and accounted for in accordance with the said policies and procedures in effect. The Company reserves the right to correct an adverse expense balance by making the necessary deductions from any amounts due to you from the Company.

*B. B. B.*



**Intellectual Property Rights**

1. Your duties in the course of your employment are expected to generate business process, templates, designs, programs, software's, tools, workflows, in which copyright or other intellectual property may subsist. All intellectual property rights, in UAE and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Federal Law No. 7 of 2002 and as amended from time to time), invention, discovery, ideas, techniques, machines , methods, processes, uses, products, devices, codes, configurations of any kind and improvements made to any of the above, or in any other matter including but not limited to computer software, conceived /created /made fully or in part (whether or not during regular office/business hours and whether alone or in conjunction with others.) by you, during the period of your employment with the Company, shall be disclosed in writing to the Company immediately on such conception, creation or making and shall stand automatically vested in and be the sole and exclusive property of the Company. By accepting this employment, you have undertaken to execute and register any and all necessary documents, and do whatever else may be necessary as may be determined by the Company in its discretion, at the cost of the Company, even after your employment has ended, to further confirm the above ownership rights in favor of the Company. You also explicitly waive all moral rights in your contribution to the business of the Company.

2. You shall keep all such intellectual property of the Company confidential and shall use all such property strictly in accordance with the terms of y our employment for the sole benefit of the Company.

**Non-Solicitation**

1. During your employment with the Company and for the one (1) year period thereafter you shall not , directly or indirectly , individually or on behalf of any other person, firm, corporation or other entity, knowingly solicit, aid or induce any employee of the Company to leave such employment in order to accept employment with or render services to or with any other person, firm, corporation or other entity unaffiliated with the Company or knowingly take any action to materially assist or aid any other person, firm, corporation or other entity in identifying or hiring any such employee.

2. During your employment with the Company and for the one (1) year period thereafter, you shall not, directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, knowingly solicit, aid, entice or induce any customer or potential customer of the Company away from the Company or assist or aid any other persons or entity in identifying or soliciting, enticing etc. any such customer.

3. The obligations contained in this clause shall survive the termination of your employment with the Company and shall be fully enforceable thereafter.

*Bro*

## Disciplinary Procedures and the Company Policies

8

1. In addition to the terms specified herein, you shall be liable for disciplinary action including warning, deduction from remuneration, suspension, demotion, denial of promotion and/or increment, discharge, dismissal etc. for acts and omissions constituting misconduct and violations of the code of behavior in accordance with the policy of the Company. The said policy shall be treated as part and parcel of this Agreement. The Company may amend / alter the said Policy at its sole discretion.

2. Pending disciplinary action, you may be suspended from service.  
Training

You may also be selected or sponsored by the Company for receiving training with the Company's associates or other institutions within India or abroad. You will diligently and beneficially, take part in such trainings and assignments.

### Driving License

It is very important for you to have a valid UAE 4-wheeler-driving license. If you do not have it, you are required to apply for them immediately.

### Other Rules and Regulations

During your employment with the Company, you shall be subject to such rules and regulations and policies of the Company as may be made applicable and revised at the Company's discretion from time to time, irrespective of whether the rules and regulations or policies or any changes therein are individually notified to you. The rules and regulations are documented in the employee hand book and also published in the company intranet. We request you to go through the same. You are required to adhere to them strictly, failing which the Company reserves the right to take appropriate action, including dismissal from service, depending on the severity of the violation.

### Consequences of Termination

On termination / cessation of your employment with the Company, for whatever reason, you will return to the Company: (i) any item belonging to the Company such as laptop computer with all software and data therein, with details of any passwords which you may have installed; (ii) every Company document (including electronic documents) of whatever description in Your possession or control, together with any copies, notes or summaries of such documents and your own working papers, for all of which your undertake to make a diligent search; (iii) any other Company property in your possession or control; (iv) immediately repay all outstanding debts and loans due to the Company and the Company is hereby authorized to deduct from any monies due to the Employee a sum in repayment of all or any part of any such debts or loans; and (v) Strictly comply with all continuing obligations including obligations of confidentiality, non-disclosure and noncompetition.

TECHNOLOGIES LLC  
AZYM Think™

Warranty

9

You represent and warrant to the Company that the terms and conditions of your employment are legal, valid and binding upon you and acceptance of the same by you and the performance of your obligations pursuant to your employment by the Company does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other employment agreement/s).

Jurisdiction

Your employment shall be governed by and construed in accordance with the laws of United Arab Emirates and the courts of Dubai shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

Amendments

The Company, at its discretion, may alter, replace or annul any of the above, should circumstances so warrant either as a result of statute or otherwise.

\*\*\*\*

*Basim*

### Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Curriculum Vitae
2. Passport Copy
3. Visa copy
4. 8 No's of Passport size photo
5. Attested copies of qualification certificate
6. Previous experience certificate, if applicable

You are required to submit the originals and self-attested copies of all the documents mentioned herein above on the date of joining Azym Technologies. The originals will be returned after verification.

\*\*Please note that this offer letter covers all the commitments made on behalf of Azym Technologies L.L.C towards your employment with the company. It is your responsibility to ensure that any or all commitments made verbally during the selection process are documented prior to joining Azym Technologies. Please note that the company will not be responsible for any verbal commitment made to the candidate except for those that are specifically documented in these pages.

\*\*\*\*\*

Bala



From :

Maniyammath Ashfiya H.A  
Hidayath Mangil, Perwad,  
Post Kumbala, Dist. Kasaragod

Mob : 9562679619

To :

The Principal / H.R  
P.A Polytechnic Mangalore

Respected Sir,

Subject : Joining Report as lecturer in the Department of  
Computer Science (leave vacancy)

As per the instructions given by the management of  
P.A.E.A.T Mangalore, I am hereby joining as lecturer  
in the department of Computer Science in your Prestigious  
P.A Polytechnic On Thursday 06.10.2022

I will follow all college rules and regulations and  
work best of your satisfaction.

Thanking You

Yours Faithfully

Maniyammath Ashfiya H.A

Reported on Friday  
as a lecturer in the  
Dept of Computer Science  
on 6-10-22  
Principal  
P.A. POLYTECHNIC

23<sup>rd</sup> September 2022

To,  
Mohammed Niyaz  
Calicut

It gives us immense pleasure in inviting you to join Shazab Futuretech Solutions Private Limited as Trainee Node JS Engineer. Your date of joining with the company will be **28<sup>th</sup> September 2022**.

You will be on probation for 2 months with a monthly stipend of **INR 25,000/month (Twenty-Five Thousand per month)**. You will be evaluated on your tasks and based on your performance and confirmation, we will then confirm you and your salary will be fixed at **INR 35,000 per month (Thirty-Five Thousand per month)**.

Your compensation will consist of 3 components – Basic pay, House Rent Allowance and Special Allowance. Your **potential CTC will be INR 4,20,000**.

Details are as below:

Sl. No.	CTC Components	Amount in INR (p.a)
1	Basic Salary	2,10,000/-
2	House Rent Allowance	84,000/-
3	Special Allowance	1,26,000/-
	<b>Total CTC</b>	<b>4,20,000/-</b>

**Confidential Information and Non-Disclosure Agreement:** Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Confidential Information and Invention Assignment Agreement.

**Leave Policy:** You are eligible for earned leaves as per the company leave policy which will be shared upon joining. In addition to this, Government, Festival and Other Holidays as per the list of holidays. These are announced at the beginning of every year.

**Termination:** The Employer may terminate this agreement for cause, by providing two-month notice in writing to the Employee. Likewise, the Employee is required to give a three-month notice of resignation. The Employer may, at its discretion, pay remuneration in lieu of some or all of this notice period. Subject to management approval, notice period may be waived off either fully or partially in lieu of payment. You are not eligible to take any leaves while serving the notice period.

**SHAZAB FUTURETECH SOLUTIONS PRIVATE LIMITED**

CIN: U72900KA2018PTC115233

Office Address  
#A/7, KHB Colony, 5th Block, Koramangala,  
(Opp. Sapna Book House), Bengaluru - 560095

Registered Office  
#294, 1st Floor, 4th Cross, 7th Block,  
Koramangala, Bangalore - 560095

**Conflict of Interest:** While you render services to the Company, you agree that you will not engage in any other employment, consulting, or other business activity without the written consent of the Company. In addition, while you render services to the company, you will not assist any person or entity in competition with the Company, in preparing to compete with the Company or in hiring any employees or consultants of the Company.

**Employee Background Verification:** All employees at Shazab Futuretech Solutions Private Limited are subjected to thorough background verification before or after joining the company. The employment shall be valid based on the background verification results. In case the verification results are not clear the management can terminate the employment with immediate effect.

**Entire Agreement:** This letter supersedes and replaces any prior understandings or agreements, whether oral, written or implied, between you and the Company regarding the matters described in this letter.

We will require you to submit various documents for our records as part of the joining formalities.

We are confident that you will contribute to the organization and its goals and add value through your efforts. Please sign your acceptance of this offer on the duplicate copy of this offer letter.

Once again, welcome to Shazab InfoTech Solutions Private Limited.

Thanking you

**For Shazab InfoTech Solutions Private Limited**



**Signature:**

**Name: Mohammed Kalimullah**

**Designation: Director**

**SHAZAB FUTURETECH SOLUTIONS PRIVATE LIMITED**

CIN: U72900KA2018PTC115233

Office Address  
#A/7, KHB Colony, 5th Block, Koramangala,  
(Opp. Sapna Book House), Bengaluru - 560095

Registered Office  
#294, 1st Floor, 4th Cross, 7th Block,  
Koramangala, Bangalore - 560095



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

From: **Viraj Soni** <viraj@translatez.co>  
Date: Mon, 23 Nov, 2020, 8:48 AM  
Subject: Employment Offer <> TranslateZ  
To: <moahammedsadiq1698@gmail.com>

Hey Mohammed,

We'd like to offer you full-time employment at TranslateZ. Post confirmation of your acceptance and joining we'll get started with onboarding and getting you up to speed.

### Compensation

Monthly compensation: INR 20,000

Cash in hand (after deducting professional tax): INR 19,800

*\*There's no TDS deduction by the company directly. Will have to be adjusted by you when you file for returns*

### Few things to know

- The first 3 months will be probation period.
- We are a relatively small team right now. Having said that, we'll be indeed growing in the coming months.
- In the long run, my expectations from you would be to become proficient in front-end to be leading multiple projects.
- We've talked about this as well, though mentioning it again. This would be a full-time remote job.

### Work hours and leave policy

- Work hours would be 9 AM - 6 PM, Monday to Friday.
- During the first 8-12 weeks, we'll work in sync as there would be a time period of knowledge transfer. After that, we can have more flexible hours with a minimum work time overlap.
- In a given calendar year, there will be 25 paid leaves. Will share more details post-confirmation.
- Benefits provided currently

### Documents required

To move forward post-confirmation, I'll need the following documents

- Govt. Id proof. (PAN card/Passport/Aadhar Card/ Voter ID)

Post confirmation, I'll share a contract in the coming weeks.

Congratulations! Looking forward to working with you.

Viraj  
[TranslateZ.co](http://TranslateZ.co)

**AGREEMENT FOR FIXED TERM CONTRACTUAL EMPLOYMENT**

This Agreement for Fixed Term Contractual Employment (hereinafter referred to as “**Agreement**”) is made on 20/12/2021

**BETWEEN**

**PERSOLKELLY India Private Limited** (*formerly known as Kelly Services India Private Limited*), a company incorporated under the Companies Act, 1956, having its registered office at Sri Ram Samanthu Chambers, No. 3287, 12<sup>th</sup> Main HAL 2<sup>nd</sup> Stage, Indira Nagar, Bangalore– 560 038 (Karnataka) and its corporate office at Unit NO. 601, 602, 603, 6<sup>th</sup> Floor, Tower – C, Unitech Cyber Park, Sector– 39, Gurgaon– 122 002 (Haryana) hereinafter referred to as “**PERSOLKELLY**” which expression shall, unless the context admits otherwise, include its successors, permitted assigns and representatives of the **ONE PART**

**AND**

Mr./ Ms. Shiren ., Son/ Daughter/ Wife of Mr. Abubbakar having permanent address at Masidikere, Mutt Road Balehonnur. Chickamagalur Karnataka Pincode 577112,, (hereinafter referred to as “**Employee**”) of the **OTHER PART**

PERSOLKELLY and the Employee are collectively referred to as “Parties” and individually as “Party”.

**AND WHEREAS** the Employee accepting this offer of contractual/ non-permanent recruitment has agreed to join PERSOLKELLY on a fixed-term employment basis and further agrees to be deployed with one of PERSOLKELLY’s customers (hereinafter referred to as “**Client**” details of which are provided under Annexure I) on the mutually agreed terms and conditions of this Agreement appearing herein below.

**NOW THIS AGREEMENT WITNESSETH AND THE PARTIES AGREE TO AS FOLLOWS:**

**1. TERMS AND CONDITIONS**

(a) The Employee shall be paid his salary on the date specified in the Annexure-I of this Agreement. PERSOLKELLY shall not be responsible for any delays in payment of salary to the Employee caused by his or her late submission of attendance.

(b) The Employee understands that it can be deployed or instructed at any time to be transferred anywhere in India at any office/ premises of PERSOLKELLY and/or its concerned Client or at any office of the affiliate/associate member/ customer of the Client. The Employee further understands that failure by the Employee to accept and comply with any such transfer instruction/ request shall be sufficient grounds for termination of employment of the Employee by PERSOLKELLY.

(c) The Employee shall be governed by the rules and regulations regarding public holidays, timings, reporting structures, working hours, leave entitlement, discipline, security requirements, work ethics, targets etc. of the concerned Client and the location of such PERSOLKELLY Client (details of which are provided in Annexure-I) where the Employee is deputed.

(d) The Employee shall not claim amount more than total salary including benefits, if any, other than those mentioned here in this Agreement, unless revised, payable and communicated in writing to the Employee. The Employee understands that other than the amounts mentioned under Annexure-I it is not entitled to any other compensation or make any claims for any other amounts.

(e) The Employee agrees in writing to protect the confidentiality of the proprietary and/ or confidential information of both PERSOLKELLY and of the Client.

(f) The Employee shall execute any undertaking/ agreement provided by PERSOLKELLY that the Client may request of him/ her with regard to the maintenance of confidentiality of the intellectual property developed by the Employee or any work done by the Employee under the instructions of the Client during its deployment.

(g) Due to the nature of this Agreement of contractual employment, the Employee understands that it shall in no event (i) seek permanency of employment with PERSOLKELLY or the Client and/ or (ii) make any employment claims against the PERSOLKELLY or the Client. In the event the Employee makes any such claims then the same shall be sufficient grounds for immediate termination of employment of the Employee by PERSOLKELLY in addition to the other rights of PERSOLKELLY available at law.

(h) The Employee acknowledges that they have no right to participate in Client's employee benefit plans (unless if specifically requested or permitted by the Client which shall be informed to the Employee by PERSOLKELLY).

(i) The Employee understands that it shall be solely liable for any death, injury, loss or damage caused to the Client (including any damage or destruction by Employee to electronic devices, assets or property provided to the Employee by PERSOLKELLY or the Client for the purpose of enabling the Employee for fulfilment of his/ her duties) due to the Employee's acts or omissions during its deployment and at no event shall PERSOLKELLY be liable for the same. Additionally,

the Employee agrees to indemnify PERSOLKELLY and keep PERSOLKELLY indemnified and absolved from any liability, loss, damage, death or injury resulting from such conduct, acts or omissions of the Employee.

(j) The Employee shall comply with all the rules and policies of the Client which are informed or made available to the Employee.

(k) For the issuance of any notice or communication of whatsoever kind, the Employee will be informed by email to personal email address/hand delivery/ courier/ registered post/ speed post or ordinary post at the address mentioned in the recitals of the Agreement & in Annexure-I. In case of any change in the Employee's address or surname after marriage or any other change, the Employee will inform the concerned officials of PERSOLKELLY in writing to this effect within one (1) week of such change and get new address recorded in the Employee's personal record.

(l) The Employee understands & agrees that this Agreement and the offer of contractual employment by PERSOLKELLY to Employee is conditional & based on the declaration provided by the Employee to PERSOLKELLY with regards to the information/ details mentioned in Employee c.v./ resume (including previous employment tenure details, previous employer salary details, previous employer name & work role details, educational qualifications, criminal track record/ background check, police verification etc.). All such information/ details are taken & believed by PERSOLKELLY to be accurate and in the event it is found out that any such information/ details declared by the Employee to PERSOLKELLY is incorrect or false or forged, then the same will be grounds for immediate termination of this Agreement and the Employee's contractual employment with PERSOLKELLY.

(m) If relieving letter of previous employer of the Employee is not provided/submitted to PERSOLKELLY at the time of entering into this Agreement and/ or joining by Employee, then the Employee understands this Agreement (including the employment offer and acceptance) is subject to production of relieving letter within the time period granted by PERSOLKELLY on the expiry of which this Agreement shall stand terminated by immediate written notice. Further at the sole option of PERSOLKELLY the Employee shall be liable to make good all losses, expenses, damages caused to PERSOLKELLY on account of such failure to procure the relieving letter.

(n) In the event of any discovery/ information (by means of background check/ verification or otherwise) is made available or known to PERSOLKELLY with reference to any fraud, incorrect particulars/ statements, misinformation or suppression of any detail/ material fact on any account leading to the mistaken offer of contractual employment having been made/ acted upon by PERSOLKELLY, then this Agreement shall stand automatically terminated with/ without any reference/ notice to the Employee with retrospective effect from the date of offer and the Employee shall be liable to make good all losses, expenses, damages caused

to PERSOLKELLY on account of such acts or omissions as mentioned herein.

(o) The terms of this Agreement and appointment of Employee shall be governed by the laws of India (including the Contract Labour Regulation & Abolition Act, 1970 & Rules 1971) and shall be co-terminus with terms of the Service Contract between PERSOLKELLY and its Client where the Employee shall be deployed in accordance with the terms of this Agreement. Accordingly, the tenure of the employment of the Employee depends on the validity of such Service Contract between PERSOLKELLY and the Client. Thus the Employee understands that in accordance with the laws of India its employment can be terminated before the expiry of this Agreement (i.e. before the end date as mentioned in Annexure-I) in case: (i) the services of the Employee are no more required by the Client and/or (ii) the Service Contract between PERSOLKELLY and its Client has been terminated thus consequently resulting in the services of Employee being no longer required by PERSOLKELLY and/ or its Client.

## **2. DUTIES**

The duties and responsibilities of the Employee may be changed or altered at any time by PERSOLKELLY at its sole discretion and the Employee agrees to abide by such altered or new duties and responsibilities. The Employee shall be duly informed of these changes by PERSOLKELLY. The Employee shall be committed to the work and meet the expectation of PERSOLKELLY and its Client. The Employee shall maintain high level of integrity, acumen and discipline in the work assigned to him/her by the Client. Under/ below-par performance shall invite necessary action against the Employee (including but not limited to issuance of warning letters/ notices or termination in repeated cases of under/ below-par performance). Every Employee shall maintain a daily diary and/or record of his/ her work for inspection. Employee shall provide all information (personal or otherwise) as may be required by PERSOLKELLY.

## **3. PERFORMANCE AND APPRAISALS**

The Employee shall endeavor to perform his or her duties efficiently and to the best of his or her ability. The appraisal/increment of the Employee depends on his/her performance and on other miscellaneous factors. The Employee may be called upon to undergo any training to upgrade himself/ herself to meet the requirements of the Client and failure to undergo/ complete such training or fulfill the requirements of such training may render the Employee unfit for continuation of its employment with PERSOLKELLY.

## **4. TERMINATION OF EMPLOYMENT**

(a) PERSOLKELLY reserves the right to terminate the contractual employment of the Employee and this Agreement at any time by giving (30) days' notice to the Employee or payment of

salary/ wages amount in lieu of such notice period.

(b) The Employee understands & agrees that this Agreement & its contractual employment with PERSOLKELLY both may also be terminated by PERSOLKELLY prior to the employment end date as mentioned in Annexure-I by providing the Employee necessary notice period or pay in lieu thereof as mentioned above in 4 (a) along with any other statutory amounts if applicable & payable as per laws of India, in case the concerned work project the Employee is working on during its deployment with the Client is getting completed or has got finished/ completed and the Client has no requirement of the services of Employee post such work project completion.

(c) In case the Employee decides to terminate his or her contractual employment under this Agreement with PERSOLKELLY then the Employee shall be required to give notice of 30 days in writing or payment of salary/ wages amount in lieu of such notice period.

(d) It is provided that the notice period or the payment in lieu of such notice as mentioned or referenced above in 4 (a), 4 (b) & 4 (c) above shall be subject to and in accordance with the laws of India (including any state specific laws) and hence may accordingly differ.

(e) Subject to the due procedure under laws of India (including any state specific laws), PERSOLKELLY reserves its right to terminate this Agreement immediately with or without notice or payment in lieu of notice in cases of (including but not limited to) misconduct, drinking alcohol on duty, coming to office in a state of intoxication or under the influence of alcohol/ drugs/ recreational substances, drinking alcohol in office premises after duty, act of fraud, continued poor/ below-par performance, continued neglect of duty, conduct not beneficial to the interests of PERSOLKELLY or the Client, absent or absconding from work or extension of leaves without approval/ justifiable reasons, a breach of the terms and conditions of this Agreement, a breach of the rules/ regulations/ code of conduct of PERSOLKELLY and/ or its Client, commission of any offence punishable under Indian Penal Code or any other law applicable in India.

(f) **Deemed resignation:** In case the Employee is absent from work for more than three (3) continuous working days without prior approval or justifiable reasons, the Employee agrees he/ she shall be deemed to be absconding from duty and/ or have resigned from its contractual employment with PERSOLKELLY. Accordingly, the Employee shall be deemed to be relieved automatically if no dues are outstanding against PERSOLKELLY.

## 5. EXTENSION OF AGREEMENT

The Employee shall remain on contractual employment period as mentioned in Annexure-I. Prior to the employment end date (as mentioned in Annexure-I), PERSOLKELLY may extend or renew the Agreement or confirm the employment of the Employee in writing subject to the conditions

prescribed by PERSOLKELLY and basis the inputs PERSOLKELLY receives from the Client where the Employee is deployed. In case no such written notification is provided by PERSOLKELLY to the Employee prior to the Employee employment end date (as mentioned in Annexure-I) then the Employee understands that the same would mean and be deemed to imply that both the contractual employment of the Employee with PERSOLKELLY and this Agreement have expired and not been extended or renewed beyond such employment end date (as mentioned in Annexure-I).

## **6. GRATUITY**

Employees who work for five (5) or more than five (5) years are eligible for gratuity under the provisions of the Payment and Gratuity Act, 1972. For the purpose of calculation of gratuity, PERSOLKELLY shall consider the date of deployment of the Employee with the Client. The gratuity amount will be paid only if Client approves and pays the same amount to PERSOLKELLY. The Employee agrees that it cannot seek to club any past employment rendered through or with PERSOLKELLY along with this Agreement.

## **7. CONFIDENTIALITY**

(a) The Employee must keep confidential all trade secrets and information which comes to his or her attention in circumstances where he or she know or ought to know that the information is to be treated as confidential.

(b) Confidential information includes:

- (i) Technical information, plans and product specifications;
- (ii) Employee records;
- (iii) Business plans and forecasts;
- (iv) Financial records, reports, accounts and proposals;
- (v) Client's intellectual property;
- (vi) Quotations and tenders submitted or prepared for submission to Client and potential clients;
- (vii) Clients lists, names of Client contacts and terms of trade with Client;
- (viii) Information on Client's suppliers or the Client customers or data Client would consider commercially valuable and/or secret;
- (ix) Telephone lists, policy documents, training documents, quality documents and any other internally used information regarding the operations of the Client.
- (x) Employee's salary details and this Agreement terms.

(c) The Employee must not remove information or copies of information from the Client's premises except where the Employee's employment specifically requires the same and/ or where the

Client has given written consent to PERSOLKELLY. The obligation of confidentiality exists both during the employment and after the employment ceases. Any breach of confidentiality shall be regarded as a serious misconduct for which the Employee may be dismissed or terminated forthwith without any notice or payment in lieu of notice. On the termination of the Agreement, all papers, records and documents in the Employee's possession shall be returned to the Client; and any other Information, documentation, record, photographs, designs, processes, systems, maps and installations which are deemed confidential by virtue of operations/ exclusive usage by PERSOLKELLY and leakage of the same to any unauthorized person, company, firm, organization etc. is detrimental to the interest of PERSOLKELLY.

(d) The Employee shall be duty bound to return all the property, data, information, record of the PERSOLKELLY and Client (confidential/ otherwise) while leaving/ ending employment and non-return of the same will amount of breach of confidentiality and render the Employee liable for legal action except for any saving available under the laws of India.

## **8. CONFLICT OF INTEREST**

(a) The Employee shall not, during the validity of this Agreement (except with the knowledge and written consent of both the Client and PERSOLKELLY) engage themselves whether for reward or not, in any activity which may constitute a conflict of interest with the business of the Client. Conflict of interest will include any instances of the Employee while being under the contractual employment of PERSOLKELLY also getting into any separate/ independent arrangement with any third party (either by making use of employment with PERSOLKELLY, deployment & work duties with Client or otherwise) and drawing amounts of profit from such third party or holding an office of profit (i.e. dual employment) with such third party.

(b) The Employee shall not solicit or explore employment with the Client and/or any other organization/ third-party during the Agreement period as mentioned in Annexure-I (including extended period, if any) and if found doing so, the same would constitute conflict of interest and render the Employee liable for legal action which may be termination and includes recovery for the loss and damages caused to PERSOLKELLY or Client.

(c) In case the Employee is found indulged in any conduct, behavior and activity (as mentioned in this clause or anywhere else in the Agreement or otherwise) either in a group or individually which is deemed to be against the interests of the Client and/ or PERSOLKELLY or which violates the terms of this Agreement, then the same would constitute conflict of interest and render the Employee liable for legal action including termination of employment without notice or without payment in lieu of notice. Additionally, PERSOLKELLY and/ or the Client is also entitled to recover the loss or damages caused to PERSOLKELLY or the Client by such conduct/ actions of the Employee.



## **9. MODIFICATIONS TO THE AGREEMENT**

PERSOLKELLY shall be at liberty to modify or alter this Agreement in whole or in part, if considered necessary. Employee shall be bound by the modified terms of the Agreement. Employee shall indemnify PERSOLKELLY upto the extent of actual damages caused to PERSOLKELLY by and in cases of actions or omissions by Employee, poor performance, neglect of duty, misconduct, drinking alcohol on duty, coming to office in a state of drunkard, drinking in office premises after duty, conduct not beneficial to the interests of PERSOLKELLY or the Client, absent from work or extension of leaves without approval/justifiable reasons, a breach of the terms and conditions of this Agreement, a breach of the rules, regulations, business and operational procedures of the Client, commission of any offence punishable under Indian Penal Code or any other law applicable in India.

## **10. GOVERNING LAW & ASSENT TO ARBITRATION**

This Agreement shall at all times be governed by the laws of India (including state specific laws or rules) and all disputes shall be subject to jurisdiction of the courts in Bangalore, Karnataka, India. In case of any dispute regarding interpretation of the terms of this Agreement whether during or after the period of this Agreement, PERSOLKELLY upon receiving the point(s) of dispute shall upon being satisfied upon the existence of the same refer the same to an arbitrator who will be independent person and who upon his assuming charge after appointment, call both parties involved, to enquire, to investigate, hold appropriate proceedings and give his findings by way of an award as per the provisions of Arbitration and Conciliation Act. 1996 and amendments made thereafter. The award of the arbitrator shall be final and binding.

## **11. CODE OF CONDUCT**

While rendering services under this Agreement, Employee shall ensure to conform to the highest level of professional standards and business ethics and shall abide by all the policies, processes, procedures, norms, rules and regulation of PERSOLKELLY or its Client. Indulgence in a behavior/conduct which may be prejudicial to the interests of PERSOLKELLY or its Client may warrant strict disciplinary action including but not limited to termination of Employment in accordance with clause 4 above.

## **12. ADHERENCE TO IT POLICY**

The Employee shall be responsible to follow the laid down IT policy of PERSOLKELLY and/ or its Client. The Employee will exercise due diligence and follow the correct laid down operating procedure while using all the hardware including Employee desktop/ laptop, printer, scanner, calculator, fax, EPBAX, photo copier and any other electronic or non-electronic equipment

provided to Employee. The Employee will use the allotted official Email ID for official purpose and official communication only and shall never transmit/communicate any text, message or communication in any form which may be classified as derogatory, defamatory, leading to harassment or sexual abuse to the Employee colleagues, sub-ordinates, seniors or any person having business interest in PERSOLKELLY or the Client or otherwise. The Employee shall also be responsible for the safety and security of the data including but not limited to various software installed/copied in the Employee allotted desktop/laptop or other electronic device for the period while such data/ hardware/ software is in Employee possession. The Employee shall return all the allotted data/ hardware/ software and other peripherals as the case maybe to the Employee's supervisor, reporting manager immediately upon cessation of the Employee's employment with PERSOLKELLY and/ or upon end of deployment/ assignment with the Client. In case of any breach of this Agreement and/ or breach of this clause in particular, PERSOLKELLY shall have exclusive right to withhold Employee's full & final settlement and issuance of relieving letter without prejudice to other rights and remedies available to them under and subject to the laws of India in force for the time being. The Employee shall also keep PERSOLKELLY and its Client indemnified against any loss or damage which they may incur due to any act of the Employee misconduct or mishandling of the said hardware and or peripherals during the term of this Agreement.

### **13. SEVERABILITY**

In case any of the provisions of this Agreement become unenforceable, the remaining provisions of this Agreement shall continue to apply and the provisions which became unenforceable may be amended or modified to make them enforceable.

### **14. WAIVER**

Any waiver by PERSOLKELLY of a breach by the Employee of any provision of this Agreement shall be limited to the particular breach and shall not operate in any way in respect of any future breach by the Employee and no delay on the part of PERSOLKELLY to act upon a breach shall be deemed a waiver of that breach.

### **15. DISCLAIMER**

(a) In case of any discrepancy with the salary amounts and other details as mentioned in Annexure-I or in case of any discrepancy with the terms of this Agreement, the Employee shall immediately bring it to the knowledge of PERSOLKELLY. In case of no communication is received by PERSOLKELLY from Employee in this regard, the Employee shall be deemed to have accepted the same.

(b) The Employee is aware and agrees that PERSOLKELLY and any of its valid & confirmed affiliated hiring agencies (as confirmed in writing by PERSOLKELLY) do not charge any fee nor do they accept money from candidates (including the Employee) for the purpose of recruitment. In case the Employee responds to any such solicitation or instructions, he/she shall do so solely at his/her own risk.

**16. ACCEPTANCE OF THE ABOVE TERMS & ENTIRE AGREEMENT**

The above terms and conditions (and those present in Annexure-I) are accepted by the parties entering into this Agreement and shall be binding on them unless modified or altered in writing or by operation of any law and not otherwise. This Agreement (including Annexure-I) constitutes & governs entire understanding between PERSOLKELLY and the Employee to the exclusion of all other written or verbal representations, statements, understandings, negotiations or proposals and shall apply to contractual employment relationship between the parties unless anything to the contrary is mutually agreed in writing.

**IN WITNESS WHEREOF**, the parties hereby sign & execute this Agreement on the day, month and year mentioned above

For & on behalf of PERSOLKELLY India Private Limited



(Authorized Signatory)

**I CONFIRM THAT I HAVE CAREFULLY READ THROUGH AND UNDERSTOOD ALL THE ABOVE TERMS AND CONDITIONS OF THIS AGREEMENT AND I UNDERTAKE TO ABIDE BY THE SAID TERMS AND CONDITIONS.**

Accepted by

(Signature of Employee)

Name: Shiren .

Date:

**ANNEXURE – I**

**I. Employee details & salary breakup**

(a) Employee Name: Shiren .

(b) Employee Address : Masidikere, Mutt Road Balehonnur. Chickamagalur Karnataka Pincode 577112,,

(c) Employee's PERSOLKELLY ID Number : 00250983

(d) Employee's date of birth : 13/02/1998

(e) Employees contact details

Phone number : 6360759646 | Email : shiren263@gmail.com

(f) Salary/ Wages breakup and allowance details :

Particulars	Annual Amount in INR	Monthly Amount in INR
<b>Earnings:</b>		
Basic Salary	200616	16718
House Rent Allowance	80244	6687
Personnel Allowance	4128	344
<b>Gross Earning:</b>	<b>284988</b>	<b>23749</b>
<b>Deductions:</b>		
Provident Fund	24074	2006
Labour Welfare Fund	20	2
Professional Tax	2400	200
<b>Gross Deduction:</b>	<b>26494</b>	<b>2208</b>
<b>Others:</b>		
Company Contribution PF	24074	2006
Company Contribution Labour Welfare Fund	40	3
<b>Gross Other:</b>	<b>24114</b>	<b>2009</b>
Insurance Bill Rate	2280	190
Statutory Bonus Bill Rate	16716	1393
<b>Net Pay:</b>	<b>258494</b>	<b>21541</b>
PF Admin Charge (0.50%)	1003	84
EDLI Charge (0.5%)	900	75
EDLI Admin Charge (0%)	0	0
<b>Total CTC:</b>	<b>330001</b>	<b>27500</b>

*\*PT and LWF are applicable as per Law.*

*\*Income tax will be applicable as per Law.*

## II. Client and deployment details

- (a) Full name of Client : Tesco Bengaluru Pvt Ltd
- (b) Designation of Employee for contractual deployment with Client : ASSOCIATE CEC OPERATIONS
- (c) Premises/ location address of the Client where Employee will be deployed (subject to change post written intimation) : Bangalore
- (d) Period of Agreement & contractual employment: From 20/12/2021 (employment start date) to 19/06/2022 (employment end date) .

## III. Miscellaneous

- (a) PERSOLKELLY will make a PF/ ESI and other statutory contributions as per the applicable laws of India.
- (b) Payment date of salary: Latest by the 7<sup>th</sup> day of the month immediately succeeding the month for which salary is being paid.
- (c) Leave Entitlement: As per Client leave policy and/ or PERSOLKELLY leave policy subject to laws of India



Name : SHIVAKUMAR T.S  
Designation : RTA  
Employee No. :  
Department : SAP

Issuing Authority



**APOLLO PHARMACIES LIMITED**

#13/2, IHX Building, Hosur Road, Singasandra  
Bangalore - 560 068. Karanataka.



# MASOOD EDUCATIONAL AND CHARITABLE TRUST (R)

Door No. 3E-12-1084/1, Bikarnakatta, Kulshekar Post, MANGALURU - 575 005.  
Phone - (0824) 2215566 Fax : 2213366 , website : www.mect.in

**Date:** 12<sup>th</sup> January 2023

**Place:** Mangaluru

## SERVICE CERTIFICATE

This is to certify that **Ms. Mamthaz Banu** is working as a **Warden** in our ladies hostel since **14<sup>th</sup> December 2020**.

For Masood Educational & Charitable Trust (R)

  
Secretary





We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

**Date: 17-Mar-2022**

**Tracking ID: WID10108675**

**Recruiter: V Selvendran**

**Aysha,**

**12/44, Mumtaz Manzil, Alekala, Ullal  
, Mangalore**



**Sub: Offer Letter**

Dear **Aysha,**

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **IT - Trainee-Analytics & IT** with effect from **17-03-2022** in our organization based in Bangalore.

Your Cost to Company will be Rs **240000** ,  
**Two Lakh's Fourty Thousand** per annum  
and a detailed salary break up is as per the Annexure – A. The terms and conditions for the employment are attached.

If the above are acceptable, we request you to sign and return to us the duplicate copy of this letter as a token of acceptance.

We look forward to a long and mutually beneficial relationship with you.

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

## **Terms & Conditions**

### **Probation**

You will be on probation for a period of six months commencing from your date of joining the Company. At the end of your probation your services will be confirmed based on confirmation assessment by the management. During the probation period either party may terminate this agreement by giving the other party 30 days' notice and without assigning any reason.

### **Notice Period**

After confirmation either party by stating their intention to do so, in writing, may terminate this employment at anytime, provided that at least 0 days' notice or salary in lieu thereof has been given. In the event that you are in the middle of an assignment, the Company may require you to complete all operation parts of the assignment, as determined by the Company before agreeing to your release.

### **Posting & Transfer**

Your place of work is indicated in the appointment letter. You may be required to proceed from time to time on assignments at stations outside and stations overseas. Your service may be transferred to any offices of the Company or its associate organizations in India or abroad depending upon the exigencies of work. You will be governed by the transfer rules framed by the Company in this respect. In the event of your transfer the specific terms and conditions applicable to your new location will govern you.

### **Verification**

Your employment with the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Company, your services are liable to be terminated forthwith without any notice or compensation.

### **General**

- a) You will not, either during your employment with the Company or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the Company's business, its affairs or its clients.
- b) All rules and regulations of the Company concerning office procedures, discipline and all other employment matters that may be in force from time-to-time shall bind you.
- c) During the continuance of your employment with the Company you will not be engaged in any other trade, business or occupation other than the business of the Company without the written Consent of the Company or Business.
- d) Company will provide medical insurance coverage of 1 Lac to you and your family (spouse and children) if you are not covered under ESIC Benefit.
- e) Subsidized canteen facilities will be provided.



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- Logistics
- Media

**Confirmation Hike:**

- 1.

**Appraisal:**

1. Employee who joins between 1<sup>st</sup> Jan – 30th June will be eligible for Appraisal Cycle-1 (April)
2. Employee who joins between 1st July – 30th Dec will be eligible for Appraisal Cycle -2 (October).

**I acknowledge that there is no other commitment made by Talent Acquisition team on the compensation & position apart from what is specified in the offer letter.**

10:00 AM to 12:00 PM	Management
12:00 PM to 02:00 PM	HR
02:00 PM to 04:00 PM	Operations
04:00 PM to 06:00 PM	Finance

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

### Schedule

On boarding will be done only on Monday & Thursday. In case of volume hiring exceptions on date of joining will be approved by HR head.

Reporting Time for Joining: **9:00 AM**

### **On-Boarding Schedule**

Document Verification	9:30 AM to 10: 00 AM
HR Induction	10:00 AM to 12:00 AM
Documentation Work	12:15 PM to 1: 30 PM
Compliance Training	2:15 PM to 6:15 PM

**Note:** In case of delay on the date and time as specified above, your appointment will be postponed to the next scheduled date and candidate cannot claim for loss of salary for those days.

**ANNEXURE A**

<b>Salary Break Up</b>			
<b>Name: Aysha</b>			
<b>Department: Analytics &amp; IT</b>			
<b>Designation Offered: IT - Trainee</b>			
Basic	7315.00		
House Rent Allowance	3658.00		
Conveyance Allowance	2000.00		
Medical Reimbursement	0.00		
Piece Rate Incentives	2572.00		
VPLI	2743.00		
<b>Gross Salary</b>	<b>18288.00</b>		
ESI Employee	137.00		
PT	0.00		If Gross <10,000 then PT = 0. If Gross >=15000 then PT = 200
PF	1118.00		
<b>Total Employee Contribution</b>	<b>1255.00</b>		
<b>Net Salary</b>	<b>17033.00</b>		
ESI Employer	594.00		
PF Employer	1118.00		
<b>Total Employer Contribution</b>	<b>1712.00</b>	<b>Cost of the Company (Gross + Employer Contribution of ESIC and PF)</b>	
<b>CTC Per Month</b>	<b>20000.00</b>		
<b>CTC Per Annum</b>	<b>240000.00</b>		

**Note:** Income Tax, as applicable, will be deducted as TDS.

**Professional Tax will be deducted 6 month once and it will be calculated based on the 6 month gross salary.**



Medical Equipment Trading LLC

95607, Dubai  
R A Building, Deira, Dubai, UAE  
sales@adamsmed.ae  
www.adamsmed.ae  
Ph: - +971 04 321 8048

## **OFFER LETTER**

Date : 10/10/2020  
Name : Abdul Vasith Faisal  
Address : Baithul Fathima Melparamba  
P.O Kalanad Kasaragod

Dear Abdul vasith

We are Pleased to offer the position of **Digital marketing specialist** at **Adams Med Medical Equipment Trading LLC**. We feel confident that you will contribute your skills and experience towards the growth of our organization.

As per the discussion, you are starting date will be on **01/11/2020**. Please find the employee handbook enclosed here with which contains the medical and retirement benefits offered by your organization.

Please conform your acceptance of this offer by signing and returning the copy of this offer letter

We look forward to welcoming you on board.



**Adams Med Medical  
Equipment Trading LLC**

---

**Candidate's Signature**



# DESIRE KOCHI

Exporters and Importers

## OFFER LETTER

Date : 12/10/2020  
Name : Mahamood Shamual  
Address : Uppala, Kasaragod

Dear Mahamood Shamual

We are Pleased to offer the position of **Digital marketing specialist** at **DESIRE KOCHI**. We feel confident that you will contribute your skills and experience towards the growth of our organization.

As per the discussion, your starting date will be on **02/11/2020**. Please find the employee handbook enclosed here with which contains the medical and retirement benefits offered by your organization.

Please confirm your acceptance of this offer by signing and returning the copy of this offer letter.

We look forward to welcoming you on board.

FOR DESIRE KOCHI

Ref: 833299 /1901791 /FTC

Date: 07-Aug-21

MS Shamshad banu  
Sagar road,Mavinakoppa,

Hosanagara(Tq),Shimoga(dt)City(Hosanagara, Karnataka) - 577418  
Phone No: 9108133122

## Subject - Offer of Appointment

Dear **Shamshad**,

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment a Fixed Term Contract with our Organization at **Chennai** for a period with effect from **07-Aug-21** to **30-Nov-21** on the terms and conditions as specified in this Letter.
2. Your "Annual Total Cash Compensation" will be **Rs. 212200**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. The term of your employment shall commence with effect from your date of joining which shall be on **07-Aug-21**, and is effective till **30-Nov-21**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Mukesh Paswan** at **10:30 AM** to complete the joining formalities at **Tech Mahindra Limited, SBC Tech Park, 90/B1, MTH Road Industrial Estate Road, Ambattur, Chennai-600058**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Mukesh Paswan** latest by **07-Aug-21**.
9. For any clarification / further Information on-



- Employment terms and conditions, please get in touch with **Lavanya S** (E-Mail: **SL00585457@techmahindra.com**)

For Tech Mahindra Limited



**Mukul Sah**  
Group Function Head (Support) – Human Resource

**Encl:** **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

**Accepted**

Date:

Signature of Candidate:

## Annexure I

**Name : MS Shamshad banu**

**Designation : Associate Customer Support**

**Grade : U1**

Total Cost to the Company - TCTC (Per Annum)	<b>212,200</b>	
Total Compensation (per Annum)	209,229	
Fixed Salary (per Annum)	209,229	
	Per Month (Rs)	Per Annum (Rs)
(A) Components of Salary		
Basic (20% of Fixed Salary)	3,487	41,846
House Rent Allowance (50% of Basic)	1,744	20,923
Personal Pay	9,853	118,242
Statutory Bonus	697	8,369
WFH Allowance (Internet Allowance)*	700	8,400
<b>Total (A) in Rs.</b>	<b>16,482</b>	<b>197,780</b>
(B) Retirals and Benefits		
Provident Fund (Employer's Contribution @ 12% of Basic Salary)	418	5,021
ESI (Employer's Contribution @ 3.25% of Total A)	536	6,428
<b>Total (B) In Rs</b>	<b>954</b>	<b>11,449</b>
Employee Contribution: (C)		
Provident Fund (Employee's Contribution @12% of Basic Pay)	418	5,021
ESI (Employee's Contribution @ 0.75% of Total A)	124	1,483
<b>Total (C) In Rs</b>	<b>542</b>	<b>6,505</b>
<b>Take Home ( A - C)</b>	<b>15,940</b>	<b>191,275</b>
<b>Insurance Premiums (towards GTLI and GPAl)</b>		<b>2,971</b>

Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -

i) Insurance

a) Group Term Life Insurance (GTLI) Coverage: You would be covered under the existing Group Term Life Insurance scheme of the company applicable to the employees in your respective grades as per the company policy and the same will be paid to the respective nominated beneficiary on the unfortunate death of the employee.

b) Group Personal Accident Insurance (GPAl) coverage: You would be enrolled under the Company's GPAl scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.

ii) Bonus / Statutory Bonus shall be paid in 12 equal monthly installments in advance along with your regular salary.

iii) \* WFH allowance (Internet allowance) applicable ONLY for work from home model

iv) Company Transport and Transport Allowance:

- Company provided transport is available only in ODD hour shifts

- In the event of you availing Company provided transport in odd hour shifts to commute to and from office, a token amount of Rs. 500/- p.m. will be deducted from your salary, for one side transport it will be Rs. 250/- p.m.

**Notes:**

The Company reserves the right to amend, modify, rescind / reinstate the above mentioned policies & schemes partly or completely at any point of time.

With Best Wishes,  
For Tech Mahindra Ltd.



Mukul Sah  
Group Function Head (Support) – Human Resource

Accepted by :

Location :

Date :

## Annexure – B

### 1) Employment Agreement

#### a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

#### b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

#### d) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

**e) Non-Solicitation / Non-Compete**

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- (i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- (ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- (iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- (iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- (v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

**f) Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

**g) Confidentiality / Non-Disclosure**

- a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.
- b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

**h) Non-Disparagement Obligations**

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into

disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

## 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

## 3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of **30 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.
- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

#### 4. **Statement of Facts**

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have

impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

## 5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

## 6. Personal Indebtedness

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

## 7. Restraints

### Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

### Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

### Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

### Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

### Unauthorized Software



You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

## **Security**

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

### **(a) Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

### **(b) Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

## 8. Overseas Service Agreement

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

## 9. Intellectual Property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

## 10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

## 11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

## 12. General

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time. However, entitlements will be extended/prorated for the duration of the contract.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

---

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

**Name in full** :

**Signature** :

**Address** :

**Date** :

**Place** :

## Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID <i>(To be filled by HR)</i>		Associate ID <i>(To be filled by HR)</i>	
First Name:		Last Name:	
Gender: Male / Female		Date of birth (DD/MM/YYYY)	
		Blood Group	

### Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

**Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)**

<input type="checkbox"/>	Heart Attack	<input type="checkbox"/>	Diabetes
<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	Stroke
<input type="checkbox"/>	Night Blindness	<input type="checkbox"/>	Valve Disorders
<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Slipped disc
Any other major disease/illness that you may be willing to disclose			

**Candidate's Declaration:**

**I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.**

**Signature:**

**Name:**

**Date:**

**(DD/MM/YY)**

## Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original(For Verification only)**, along with 1 copy of each.

- (a) Certificates' supporting your educational qualifications along with marks sheets
- Xth Certificate & mark sheets
  - XIIth Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificate & Transcripts
  - Any other Certificate with supporting documents – if any
- (b) Your relieving letter from your present organization
- (c) Service Certificate from the last employer as well as all previous employers.
- (d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.
- (e) Two passport-sized color photographs with white background.
- (f) Valid Passport  
*Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.*
- (g) PAN Card and Proof of PAN Number  
*You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.*
- (h) Aadhaar Card  
*You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.*

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.

## **Annexure E - Confidentiality Agreement**

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
  - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
  - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
  - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
  - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
  - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
  - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.
  - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.



- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date :

## **Annexure - F - Intellectual Property Assignment**

Associate Name:

Associate ID:

Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

### **(a) Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating or developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

### **(b) Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

\_\_\_\_\_

\_\_\_\_\_

## Annexure – G

### Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

**3. Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

**4. Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech

Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

**5. Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand

that disclosure of my suggestions and ideas is encouraged.

**6. Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

**7. Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information.

Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

**8. Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

**9. Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

**10. Severability:** Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

**11. Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

**12. Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

**13. Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

**14. Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature

\_\_\_\_\_  
Name of Candidate

For and on Behalf Of

**Tech Mahindra Limited**



**Mukul Sah**

**Group Function Head (Support) – Human Resource**

## Annexure – H

PROOF OF ACCEPTANCE OF  
Code of Ethical Business Conduct (CEBC)  
And  
Statement of Policies and Procedures for Preventing Insider Trading

To  
Tech Mahindra Ltd.  
Date of Joining: \_\_\_\_\_  
Dear Sir/Madam,

I \_\_\_\_\_ Associate Id No \_\_\_\_\_

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website ([www.techmahindra.com](http://www.techmahindra.com) >> Investors >> Overview), I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.  
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.  
Authorized Signatory (HR) Signature of the Associate  
Name:



09-Jun-2020

Dear Sanya Rahman,  
B.Tech/B.E., Electronics and Communication Engineering  
BEARYS INSTITUTE OF TECHNOLOGY, magalore



**Candidate ID** – 14301345

In continuation to our discussions, we are pleased to offer you the role of **Engineer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.450,500/-**. This includes an annual target incentive of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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 and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- 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 you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**

Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

**Signature :**

**Date:**

### Annexure A

<b>Name:</b> Sanya Rahman	<b>Designation:</b> Engineer Trainee
---------------------------	--------------------------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	10325	123,900
2	HRA*	6195	74,340
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7129	85,548
	<b>Annual Gross Compensation</b>		<b>353,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>376,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		6,003
	<b>Annual Total Remuneration</b>		<b>401,991</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage and Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # ESI Eligible Wages : Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

*Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details*

## Appointment Letter

Dear **Ms. Rufa Jalagandam**,  
**Reference ID: CMK022174479**

We are pleased to appoint you in **Cogent E Services Private Limited** (“Company”) as ‘**Customer Support Associate**’ at our **Mangalore** office as per the employment terms and conditions stated below. Please note that the employment terms contained in this letter (“**Appointment Letter**”) are subject to Company policy.

### 1. Appointment

Your date of appointment is effective from the date of execution of this Appointment Letter (“**20<sup>th</sup> March 2021**”). The term of your employment with the Company shall commence on the Effective Date and shall continue unless this Appointment Letter is terminated earlier in accordance with its terms (“**Employment Term**”). You will be on probation for a period of 3 months from the date of your joining employment with the Company. There will be periodic review of your work, adaptability, acceptability and demeanor. If the review rating does not meet the acceptable standards, the Company reserves its right to extend this period of probation beyond 3 months but in no event shall the period of probation exceed 6 months. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation.

**2. Assignment / transfer** Your usual place of work will be at our office at **Mangalore**, India. However, the Company reserves the right to transfer/ assign you to specific projects, assignments, jobs etc. in which case you will be required to perform your services at such location, division, department or branch of the Company as the Company may deem fit.

### 3. Compensation

(a) Your cost to the company (CTC) will be **Rs.13500/- ( Thirteen Thousand Five hundred Rupees Only )** per month including all statutory requirements. Your salary will be reviewed periodically as per Company policy.

(b) Changes in your compensation are discretionary and will be subject to and on basis of effective performance and results during the period and other relevant criteria.

### 4. Working hours

(a) Your normal office hours shall be intimated at the time of joining. The Company reserves the right to require you to work outside your normal working hours if necessary in furtherance of your duties. Suitable remedies / remuneration will be provided by the company to you in such case.

**5. Responsibilities** You must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.

**6. Non-disclosure obligations and confidentiality** At all times during and after the Employment Term, you will hold in strictest confidence and not use for your own purposes or the purposes of others or disclose any confidential information pertaining to the Company or its clients. Further, in consideration of the opportunities, training and access to new training and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company and/or its clients.

**7. Company property** Any and all notes, records, other documents, in any way relating to the business or affairs of the Company or clients shall at all times remain the property of the Company and shall be returned to the Company upon you ceasing to be in the Company’s employment or at any other time at the request of the Company.

In the event of the termination of your employment for any reason, and subject to any other provisions hereof, the Company reserves the right, to the extent required by law, and in addition to any other remedy the Company may have, to deduct from any monies otherwise payable to you the full amount of any specifically determined debt you owe to the Company at the time of or subsequent to the termination of your employment with the Company including but not limited to salary in lieu of notice period.

## 8. Termination of Employment

You are required to give the Company the following period of notice, in writing, to terminate your employment, namely:-

- (a) Thirty Days till you have completed your probationary period, as mentioned in clause 1.
- (b) Thirty days after your confirmation as a permanent employee.
- (c) The Company may, in its sole discretion, terminate your employment without cause by giving 30 day notice or salary in lieu thereof.
- (d) Your employment is liable to be terminated forthwith by the Company without prior notice if, any declaration/statement or information forthwith given by you in your application or in connection with your appointment is at any time found to be false or untrue or any material particulars are suppressed. Further the Company reserves the right to terminate your services without any notice or salary in lieu thereof for misconduct, negligence of duty, disloyalty, dishonesty, indiscipline, disobedience, irregular attendance, long period of absence from duty due to ill-health, infirmity or accident or inefficiency as compared to other employees.

If you absent yourself without leave or remain absent from work with no information for more than 3 days or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice and as per the terms above your salary will be deducted in lieu of notice period.

## 9. Exclusivity / Prior Commitment

You agree to work exclusively for the Company, within the context of the responsibilities defined above, and not to accept or perform any other paid/ unpaid employment or consulting in addition to this, even temporary. You agree, represent and warrant to the Company that you are not subject to/party to any agreements or restrictions, including, without limitation, those arising out of any prior employments which would be breached or violated by your execution of this Appointment Letter.

## 10. Jurisdiction

The appointment shall be governed by and interpreted in accordance with the laws of India and the courts of New Delhi.

## 11. Entire Agreement

You agree and acknowledge that with effect from the Effective Date this Appointment Letter represents the entire agreement between you and the Company and supersedes any previous appointment letters/ contracts entered into between you and the Company.

We take pleasure in welcoming you to our Company and looking forward to a mutually beneficial association.

Yours truly,

**For Cogent E Services Private Limited**



**(S.K Garg)**

**Authorized Signatory**

I have carefully read and understood the terms and conditions mentioned above. All the terms and conditions of this appointment have been accepted by me.

Name: **Rufa Jalagandam**

Signature:

Date:

**SLK Software Services Pvt. Ltd.,**

SLK Green Part, SEZ UNIT II, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> 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: **02-24-2020**

Dear **Rabiya Farhath,**

Congratulations!! We welcome you to join the team having vision to excel.

We have pleasure in offering to hire you to the position of a “**Trainee**”, **Grade T1** Subject to the terms of this offer.

Your annual compensation (CTC) will be as given below.

- INR 320,000 (Three Lakh Twenty Thousand Only) per annum.
- Your compensation will be reviewed after 12 months completion of your joining, based on your performance.

SLK reserves the right, at its sole discretion, to appoint you either at the parent SLK Software or its subsidiary VFI SLK Global. You will be informed on the specific entity that you will be appointed for and an offer letter for the same will be issued with the terms and conditions prior to your joining date, subject to you meeting your obligations herein agreed.

This offer is conditional and subject to the following terms and conditions:

- Evidence and confirmation on successful completion of degree
- Satisfactory verification of your identity, address, previous employment/(s) and education qualification
- Satisfactory clearing certain medical tests at medical laboratory identified by SLK. Details of medical test and medical laboratory details will be mailed to you along with joining date confirmation letter
- Signing an agreement to serve the company for a period of 2 years from the date of joining.

The exact date of joining will be communicated to you at a later date.

Yours sincerely,

A handwritten signature in black ink, appearing to read "N. Sangeetha Ponnappa".

**N Sangeetha Ponnappa (Associate Vice President – HRM)**

Encl. 1. List of documents required at the time of joining

I agree and accept the terms and conditions of my prospective employment as mentioned above.

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

**Candidate Name**

Date: 27/02/2020

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

HRD/3T/1000759031/20-21

December 16, 2020

Mr. Mohammad Razi K P  
10  
Koliyoor, Meenja  
Manjeshwar-671323  
India

Ph: +91-9745601023

Dear Mohammad,

Welcome to Infosys!

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

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

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

Warm regards,

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

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2020.12.16 14:32:25 IST  
Reason: Digitally Signed  
Location: Bangalore

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

HRD/1000759031/20-21

December 16, 2020

Mr. Mohammad Razi K P  
10  
Koliyoor, Meenja  
Manjeshwar-671323  
India

Ph: +91-9745601023

Dear Mohammad,

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 **18-Jan-2021**.

### **Location**

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

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

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

### **Training**

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



## **Probation and Confirmation**

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

## **Leave**

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

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

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

## **Agreement**

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

## **Compensation and Benefits**

### **Salary**

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

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

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

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

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

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

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

## **Notice Period**

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

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

## **Background Checks**

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

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

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

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

## **Other Terms and Conditions**

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2019-20. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

**Strictly Private & Confidential**

**03 December 2020**

**Mangalore**

Dear **Mustafa Ansari**,

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 – 09 December 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](mailto: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.

**Mustafa Ansari**, 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: **Mustafa Ansari**

**Senior Vice President – Corporate Services**

Date : **03 December 2020**



**Strictly Private & Confidential**

**ANNEXURE 1**

**COMPENSATION**

Salary Component	
	<b>Annual (INR)</b>
Annual Earning Potential	INR <b>2,22,205.00</b> /- (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
<b>Total Fixed Salary - A</b>		<b>15500.00</b>	<b>186000.00</b>
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
<b>Total Other Benefit - B</b>		<b>2067.00</b>	<b>24805.00</b>
Additional Benefit - C			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Meal Coupons	Variable	700.00	8400.00
Medi Insurance	Variable	250.00	3000.00
<b>Total Additional Benefit - C</b>		<b>950.00</b>	<b>11400.00</b>
<b>Total Gross Yearly CTC ( A + B )</b>		<b>17567.00</b>	<b>210805.00</b>
<b>Total Gross Yearly CTC [( A + B ) + C]</b>		<b>18517.00</b>	<b>222205.00</b>

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- 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: **Mustafa Ansari**

Date : **03 December 2020**

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**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



January 22, 2021

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Mohammed Thashreef

The world is at a major turning point; technology is enabling entirely new forms of business operations, business models, industries and outcomes. We have exponentially more power to reach the full potential of our life's work than any humans before us. This is IBM's vision for the future.

We invite you to join us as a Technical Support Associate, in band 3 to do your best work ever. You will be working alongside passionate IBMers, business & technology experts, who are constantly building their knowledge and expertise to find the best solutions to help our clients achieve their goals and create new possibilities.

At IBM you will experience an inclusive and collaborative culture where you can offer ideas and solutions, no matter your experience or area of expertise – you have an audience that listens from Day 1. You will have access to world-class learning opportunities to help you create the career you've always imagined. Join us and you'll be proud to call yourself an IBMer.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.





January 22, 2021

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Mohammed Thashreef

We are pleased to offer you the position of Technical Support Associate, in band 3 at IBM India Pvt Ltd(IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e January 28, 2021. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to [pronboar@in.ibm.com](mailto:pronboar@in.ibm.com)

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:



- Relieving document from most recent employer – Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation
- Passport and Pan card– If you do not have Passport or Pan card you need to bring one of the following IDs.
  - Voter ID card
  - Driving License
  - Aadhaar Card
  - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only) :- Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Bangalore . However, your services are transferable, and you may be assigned to any other department, location or office of IBM, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history.
- Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.



- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- IBM encourages and fosters a culture of strong performance from its employees. Accordingly during your service with IBM, you will be required to comply with the following:
  - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
  - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
  - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
  - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
  - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
  - Your compliance with the above terms and conditions shall be reviewed from time to time and shall be an integral condition of your continued employment with IBM.



- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- You will, by default, be enrolled in IBM's Group Medclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your service without notice or compensation.
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com) .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee





at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.

- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM, and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.



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ANNEXURE A

DATE	January 22, 2021		
NAME	Mohammed Thashreef	BAND	3
DESIGNATION	Technical Support Associate	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		67314	
<b>Annual Reference Salary</b>		<b>247314</b>	

3. Retirals	
a) Provident Fund (PF)	21600
b) Gratuity @ 4.8%	8640
Annual Reference Salary + Retirals	277554
4. Performance Linked Variable Pay	0 to 43800
<b>5. Annual Potential Compensation</b>	<b>Annual Reference Salary + Retirals + Performance Linked Variable Pay</b>

\*Company currently has performance linked variable pay program with performance measured against criteria announced at monthly or quarterly frequency. This forms a part of the variable earnings and actual earnings & frequency of payment will be as per the defined Company Policies. The management reserves the right at its discretion to modify/amend/withdraw/continue with the program.

All salary components may be subject to restructuring or modification based on IBM policies.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal



premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.

- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory  
Talent Acquisition Leader ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

-----  
PRINTED NAME MOHAMMED THASHREEF

-----  
DATE OF JOINING 29/JAN/2021

-----  
DATE 28/JAN/2021

-----  
VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

-----  
PRINTED NAME

-----  
DATE



## IBM CONFIDENTIAL

### Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Reference Salary	Annual Basic Salary + Annual FBP
4. Performance Linked Variable Pay	Amount of Target earnings mentioned under Performance Linked Variable Pay Program is determined based on your specific role and process/client aligned and subject to change based on any changes to your roles & responsibilities. This forms a part of the variable earnings and actual earnings & frequency of payment will be as per the defined Company Policies. The management reserves the right at its discretion to modify/amend/withdraw/continue with the program.

*\*For detailed information please refer to Company policies, which are subject to change from time to time.*



## IBM CONFIDENTIAL

### Other Benefits- Additional Information\*

#### Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

#### Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

#### Group Medclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Medclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable)

*\*Subject to enrolling the new dependent within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

#### Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse, or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

#### Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- ( at 50% Co-pay) is also provided to employees who participate in the Group Medclaim Insurance Policy.

#### National Pension System (NPS)



NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

#### Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) in case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressly given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) In case of any injury resulting in Death or permanent total disability.
- c) In case of occupational disease as defined under the Act.

*\* For detailed information, please refer the Company's Intranet. Company benefits, and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

*\* IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate any benefit or other plan, program, practice or policy of IBM at any time. IBM does not have any obligation to, and nothing contained in these documents shall be construed as creating an express or implied obligation or promise on the part of IBM to, maintain, continue to offer, or make available such plans, programs, practices or policies.*



**IBM CONFIDENTIAL**

ANNEXURE B – NON-DISCLOSURE AGREEMENT

**Agreement Regarding Confidential Information, Intellectual Property, and Other Matters**

Serial # : 0011Z6 Date Of Hire : 29 /JAN / 2021

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation. (b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to





the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

**If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.**

Description of Excluded Development	Date Created	Named Party/Termination Date
NA	NA	NA

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM



Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM. I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.


11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.



My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

MOHAMMED THASHREEF		0011Z6	28/JAN/2021
Employee's Full Name	Employee's Signature	Employee Serial No.	Date



Tuesday, November 9, 2021

**Name** Mohammed Nihad Padinhar Hassan  
**Designation** Team Leader  
**Department** ICT- Mannai ELV  
**Reporting** Manager  
**Employment Status** Single

<b>Grade &amp; Salary</b>	<b>Grade</b>	5
	<b>Monthly Base Salary</b>	QAR 3,800
	<b>Monthly Allowances</b>	** QAR 1,100
	<b>Total Monthly Salary</b>	QAR 4,900

<b>Other Benefits</b>	
<b>Bonus / Incentive</b>	You shall be eligible for an annual bonus or incentive as applicable, the quantum of which depends upon the profit achieved by the Corporation, the business unit to which you are assigned, and your own performance.
<b>Workmen's Compensation Insurance</b>	You shall be insured under the Workmen's Compensation Insurance which provides for payment of a maximum of QAR 200,000 at the Corporation's cost.
<b>Medical</b>	You shall be eligible to utilize the facility of the Corporation's Medical Clinic, staffed by registered General Practitioners, which provides all normal medical treatment for Group employees and their families living with them in Doha and dispenses some common medicines at the employer's expense. All Medical and Dental treatments are also provided by the Government of Qatar, as per Government regulations with the use of Medical Health Card. The company shall bear the cost of obtaining Medical Health Card i.e. QAR 100 per year.
<b>Paid Leave</b>	You shall be granted twenty working days paid leave per annum, which may be availed after completion of the probation period.
<b>Sick Leave</b>	You shall be entitled to sick leave days as per the Qatari Labor Law.
<b>Public Holidays</b>	You shall be entitled to public holidays as per the Qatari Labor Law.
<b>Air Passage</b>	As per the policy of the Corporation, you shall be entitled to one-way initial air passage for joining duty (nearest international airport from hometown - Doha) and a round trip once a year (Doha - nearest international airport from hometown - Doha) while proceeding on paid leave on economy class.
<b>End of Service Benefits</b>	As per the Qatari Labor Law, you shall be eligible for an end of service benefit of three weeks (21 days) basic salary per annum after the completion of minimum one year service.

<b>** Allowances</b>	<b>Monthly allowances mentioned above include:</b>
<b>Transportation Allowance</b>	You shall be provided with common transportation to and from your workplace. In case you will make your own transportation arrangements, you shall be paid a monthly transportation allowance of <b>QAR 400</b> .
<b>Accommodation</b>	You shall be provided with furnished air-conditioned single status sharing accommodation. Should you opt for Accommodation Allowance in lieu of Company provided accommodation, you shall be entitled to a monthly accommodation allowance of <b>QAR 700</b> .

<b>General Terms</b>	
<b>Probation Period</b>	You shall be under probation for a period of 6 (six) months from the date of joining.
<b>Contract Duration</b>	The employment contract shall commence on the date of joining and shall be for an unspecified period of time.
<b>Notice Period</b>	As per the Qatari Labor law, employment may be terminated by either party giving one month notice during the first two years of service and two months notice thereafter.
<b>Confidentiality</b>	You shall not without the consent of the employer disclose to any third party any information concerning neither the business of the employer nor the contents of employment contract.
<b>Employment of Relatives</b>	In order to maintain the integrity of the internal control and management systems, Mannai shall not allow the employment of "closely related" persons. "Closely related" in this context will include spouses, parents, children, siblings, in-laws, cousins, nieces, nephews, uncles and aunts. In the event of a change in the relationship between present employees, the persons involved must inform the management immediately. If any of the aforementioned relatives is found employed in the Corporation or any of its subsidiaries and has not been declared, you will be immediately dismissed for failing to comply with the declaration requirement.
<b>Offer Validity</b>	This job offer is valid for seven (7) days from the date of being corresponded to you. Should you not confirm your acceptance within the validity period; the offer will automatically become invalid. This offer is subject to successful completion of reference checks, approval of work visa by the Qatari Immigration Department, and medical check clearance.
<b>Applicable Laws and Jurisdiction</b>	This Employment Offer is governed by Qatari Labour Law and any dispute or claim arising out of or relating to this employment Offer, shall exclusively be settled by the competent courts in the State of Qatar without reference to conflict of laws and rules.

I hereby accept your job offer  
 Mohammed Nihad Padinhar Hassan

Emad Zaid Al-Kilani  
 General Manager - Human Resource

\* The terms outlined in this offer are subject to the Corporate Policies & Procedures and any future changes.

**OFFER LETTER**

Date: 19/09/2022

Ref. Qcon/OL-2209-163

To,

**Mr. ABOOBAKKAR SIDDIQ SALMAN,**

S/o MOHAMMED HANEEF,

MANGALORE, INDIA

Passport No.: **U5742978**

Dear **Mr. ABOOBAKKAR SIDDIQ SALMAN,**

We are pleased to offer you employment with our organization as **Procurement Engineer.**

We congratulate and wish for your bright future along with our organization.

Your contract details will be as furnished below:

Basic Salary : AED 3,000.00/-  
Allowance : AED 2,000.00/-  
Accommodation : Provided by Company  
Medical : Insurance will be provided  
Air ticket : Yearly To & from Airfare will be provided.

Please send us an acknowledgement of this offer to confirm your joining.

We look forward to a mutually rewarding professional relationship with you.

With best regards,

HR Manager

**Al Qamar Al Satee Metallic Const. Ind. LLC.**



# Expertise Contracting Company



Business Unit

Document Ref No.:

Rev. No.

Effective Date

Page No.

President & CEO Office

FM-DIV00-0015

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23<sup>rd</sup> November 2021

1 of 1

## OFFER LETTER

Date: 23/ Nov/ 2021

Dear : Mr. NIZAMUDEEN

We are pleased to present to you our offer of employment with the M/s. **Expertise Contracting Company Ltd.** based on the following employment terms and conditions. Please review this summary of terms and conditions for your anticipated employment with us:

SI-no	Descriptions	Entitlements
1	Visa Status	Single
2	Position's Title	Trainee Engineer
3	Basic Salary	2000 SAR
4	Overtime	Not Applicable
5	Accommodation & Food	Provided by the Company
6	Transportation Facility	Provided by the Company
7	Employment contract duration	1 year (Can be extended)
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.
- . Contract is subject to renewal based on the project requirements and your performance during the period of your deployment
- Upon acceptance of the offer, a formal contract between you and the Company (**Expertise Contracting 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.

Human Resources Manager

Vice President (HRA/Ops)

President

<i>Employee Name &amp; Surname</i>	<i>Employee Signature</i>	<i>Expected Joining Date</i>
------------------------------------	---------------------------	------------------------------

**Strictly Private & Confidential**

**23 September 2020**

**Mangalore**

Dear **Althamash K**,

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 – 28 September 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](mailto: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.

**Althamash K**, 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: **Althamash K**

**Senior Vice President – Corporate Services**

Date : **23 September 2020**

**Strictly Private & Confidential**

**ANNEXURE 1**

**COMPENSATION**

Salary Component	
	<b>Annual (INR)</b>
Annual Earning Potential	INR <b>2,22,205.00</b> /- (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
<b>Total Fixed Salary - A</b>		<b>15500.00</b>	<b>186000.00</b>
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
<b>Total Other Benefit - B</b>		<b>2067.00</b>	<b>24805.00</b>
Additional Benefit - C			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Meal Coupons	Variable	700.00	8400.00
Medi Insurance	Variable	250.00	3000.00
<b>Total Additional Benefit - C</b>		<b>950.00</b>	<b>11400.00</b>
<b>Total Gross Yearly CTC ( A + B )</b>		<b>17567.00</b>	<b>210805.00</b>
<b>Total Gross Yearly CTC [( A + B ) + C]</b>		<b>18517.00</b>	<b>222205.00</b>



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- 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 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: **Althamash K**

Date : **23 September 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

# 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

15<sup>th</sup> Oct 2021

Mr.Ahamad Yasir A,  
Adimarandka House, Aranthodu Post & Village  
Sullia Tq. D.K. -574 314, Karnataka.

Dear Mr. Ahamad Yasir,

## Sub: Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as 'Safety Supervisor' in our organization with effect from 20<sup>th</sup> October 2021. Please report for duty at our Ambattur DC project site at Chennai.

Please note that you will be on 12 months probation in **Bearys Properties & Developments Pvt. Ltd.** and will be paid a consolidated salary of Rs. 20,000/- per month. You will be responsible for ensuring Safety & Security of all Equipment, Men & Material and Overall Maintenance operations at Ambattur DC project or any of our projects as may be assigned to you from time to time.

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 months 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



Extramarks Education India Private Limited

D-180, Sector-63, Noida, U.P. - 201301, India

Ph. : +91-120-4175300

**Date** : 19-Dec-2020  
**Name** : Mahammad Savad  
**Location** : Karnataka,  
**Address** : Near nutan cottage kakkethota alekala ullal Mangalore , Mangalore , Karnataka - 575020

Dear Mahammad ,

Subject: Provisional Offer letter of employment as **Business Development Executive**.

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive ("BDE")**. You will be part of the sales team which focuses on business development and you will be equipped technologically to approach and engage with potential customers whilst working from home. The job demands your active engagement with the potential customer by calling or demonstrating company's products through Video Conferencing solutions. With a view to safeguard your own health, the company has strictly prohibited physical contact with the prospects and expects you to engage with prospects telephonically or through virtual meetings.

You will be given virtual trainings on Sales Skills and Customer Engagement techniques, technology tools and company's products which will enable you to use the tools and softwares in approaching a prospect and closing the sale. During the period of training of 15 days, you will be given a stipend of Rs.5000 (Rs Five Thousand Only). **Upon successful completion of training, you will be inducted as BDE at a yearly remuneration of Rs. 300,000 (Rupees Three Lakh Only)**. Other than the remuneration, you will also be entitled to attractive incentives based upon your performance as per the company policies.

The company has implemented work measurement parameters for employees who are working from home which define how the time spent on work will be measured for fixed salary payout. You may enquire about these metrics and parameters before or after joining the services of the company and the same is also annexed (Annexure -1)

Your employment is liable to be terminated at any time during the training or prior to confirmation of your employment in writing, without citing any reasons. In case you decide to leave the training program at any time after your induction, you will not be paid any stipend, which will only be paid on the successful completion of training, and after your joining in the company as a BDE.

We would expect you to join as early as possible but no later than **21-Dec-2020**, beyond which the offer will stand withdrawn, unless a new date is mutually agreed upon and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy).
- PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

The URL for the link is: <https://careers.extramarks.com/index/filldetail/refId/NDU5NzYwNDI=>

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

Registered Office : 506, Surya Kiran Building, 19 K.G. Marg, Connaught Place, New Delhi - 110 001.

Ph. : +91-011-40392333 / Fax : +91-011-23733114/ CIN : U80900DL2015FTC283323 / [www.extramarks.com](http://www.extramarks.com)

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,



**HR Department**

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **21-Dec-2020**.

---

Accepted

## Annexure - 1

<b>Salary Payout Matrix for BDE</b>					
<b>Average Number of Audio Call Recordings from system (Min. 5 Minutes)</b>		<b>Average of VC Recordings/screenshots</b>			
		<b>3+</b>	<b>2-3</b>	<b>1-2</b>	<b>1-0</b>
	<b>20</b>	100%	100%	90%	65%
	<b>15</b>	100%	85%	75%	55%
	<b>10</b>	75%	70%	60%	50%
	<b>5</b>	50%	40%	30%	0%
	<b>0</b>	0%	0%	0%	0%
<b>If Invoiced Revenue for the month is 1 Lac+ 100% Salary is paid</b>					
In Case Revenue Criteria is not met then Input Criteria to be applicable and Salary will be paid as % given in the grid + Leave Days					
Connected call of 5 minutes or more will only be considered from the system					
Video Conductions will only be counted with recording or screenshot					
Only working Days to be considered					
<b>Territory Head - GM/AGM will have authority to Grant upto 30% of pay on their discretion</b>					

# Bearys Properties & Developments Pvt. Ltd.

Bearys Horizon, 21 Wood Street  
Bangalore 560025

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



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Consistently

4<sup>th</sup> June 2021

**Mr. Yusuf Misbhahul Huda**  
**S/o Muhammad K Y**  
**M M Mahal, Kodda Road**  
**Majibail, Kasaragod – 671 323**

Dear Mr. Yusuf,

**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 5<sup>th</sup> June 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. 20,000/- 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**

# Bearys Properties & Developments Pvt. Ltd.



Delivering Excellence  
Consistently

Bearys Horizon 2/1 Wood Street  
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e properties@bearysgroup.com  
w www.bearysgroup.com

18<sup>th</sup> July 2022

**Mr. Mohammad Asif,**  
**Vijayadka House, Karopady Village,**  
**Bantwal Tq.**  
**D.K 574 279, Karnataka**

Dear Mr. Mohammad Asif,

**Sub: Appointment Letter**

Further to the interview you had with us, we are pleased to appoint you as **'Safety Steward'** in our organization with effect from 25<sup>th</sup> July 2022. Please report for duty at our Ambattur project site at Chennai.

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 for ensuring Safety & Security of all Equipment, Men & Material and Overall Maintenance operations at Ambattur DC project or any of our projects as may be assigned to you from time to time.

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 months 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





HRD/2654/21-22

Date: 21<sup>st</sup> Mar 2022

**Nagender**

22-235/42 Basava Nagar Colony,  
Humnabad (Dist), Bidar, Karnataka- 585330  
Mobile No: 7975715974

**OFFER OF APPOINTMENT LETTER**

Dear **Nagender**,

We are pleased to offer you appointment as **Officer in Grade J** at Centillion Solutions and Services (P) Ltd (**"Company"**). You will be based at Basavakalyan-**Karnataka**.

**1. Date of Joining:** Your offer will be effective from the date of joining which shall be as soon as possible but not later than **21<sup>st</sup> Mar 2022**.

**2. Probationary Period:** You will be on probation for a period of six (6) months and may be confirmed as a permanent employee upon successful completion of your probationary period. The probationary period can be extended for a further period of six (6) months or a part thereof. The probationary period shall be deemed to have been extended automatically unless notified otherwise in writing.

**3. Increments and Promotions:** Your current salary depends upon your qualifications, experience and performance, and is strictly confidential between you and the Company, and should not be discussed with anyone in any manner whatsoever. Your growth and increase(s) in salary will depend solely upon your performance and contribution to the Company and Company performance. Salary increases are normally given on an annual basis.

**4. Salary Structure and Standard Deductions:** Please note that the salary structure of the Company may be altered/ modified at any time without prior notice and your package of remuneration and other terms may accordingly be altered/ modified from time to time. Further, salary, allowances and all other payments/ benefits will be governed by the Company's rules as well as statutory provisions in force and subject to deduction of appropriate taxes (Income tax and/or other taxes, if any) at source, and wherever applicable.

You will receive a compensation package of **Rs. 215040/-** per annum.

<b>Fixed Annual Compensation</b>	<b>Rs. 207684/-</b>
<b>Company's Contribution to Gratuity</b>	<b>Rs. 7356/-</b>
<b>Total CTC</b>	<b>Rs. 215040/-</b>



Maruthi Infotech Center, 11-12/1, Block-A, 4th Floor,  
Amarjyothi Layout, Domlur, Bangalore – 560071  
Reg. Office: No.354, 1st Floor, 14th Cross,  
Indiranagar, Bangalore- 560038



Phone: +91 80-6696-0600



marketing@centillionss.com  
www.centillionss.com

GST: 29AACCC9440P1Z1 | CIN: U72400KA2006PTC039877



The breakup of the compensation and benefits applicable to you is as per Annexure 1. You are expected to treat this information and any changes made therein as personal and confidential.

However, failure to report at the specified office on **21<sup>st</sup> Mar 2022** shall be deemed as “No Show”. In such an event, the offer will be deemed cancelled.

In the absence of our receiving your signed acceptance within seven (7) days from the date of this letter, this Offer will be deemed to have been rejected by you and shall lapse. Provided however that the above- mentioned period of seven (7) days may be extended in writing by any person/persons of the Company who have been specifically authorized in this regard.

#### **5. Certification under Indian Institute of Banking & Finance Entrance Exam**

- a) Once you have been employed by the Company, you are required to mandatorily clear the Indian Institute of Banking & Finance Entrance Exam (“IIBF Exam”) during your probation period. Please note that the continuation of your employment shall be dependent on your clearing such examination and providing Company with the relevant proof of the same.
- b) Company may also require you to share the interim documents like your application and enrollment number, among other things, to ensure that you have enrolled for such exam.
- c) You will receive the employment confirmation to continue after your probation only if you are able to clear the IIBF Exams during the six (6) months’ probation period. If you are not able to clear the IIBF Exam or are unable to submit the proof of the same, the Company shall terminate your employment on completion of the probation period.
- d) Company agrees to reimburse all the fees that you might incur with respect to such IIBF Exam. It is hereby clarified that such fees will only be reimbursed if you are able to pass the IIBF Exam and provide substantial certification to prove the same. Company will not be responsible to reimburse any fees if you fail to clear the IIBF Exam.

#### **6. Notice Period:**

- a) During probation, your services can be terminated by the Company, without having to assign any reason, with Fifteen (15) days notice or gross salary thereof.
- b) During probation and after confirmation as a regular employee, in case you decide to leave our services subject to the Company’s discretion, you will be required to give 30 days notice or gross salary thereof. Similarly, the Company can terminate your services, without having to assign any reason, by giving 30 days notice or gross salary thereof.
- c) In the event of your resignation, the Company shall have the option to waive the notice period partly or fully without paying you any salary or compensation for the notice period so waived and also to decide:



- (i) Whether the notice period shall run concurrently with the period of any leave which may be granted to you; and
  - (ii) Whether your notice period should stand extended to the extent of the leave availed of by you.
  - (iii) However, if the management desires the employee to continue the employment during the notice period, the employee shall do so.
- d) The relocation cost/ notice buyout amount/ joining bonus offered to you shall be recovered entirely if you leave the organization within twelve (12) months of joining.
- e) If your employment with the Company is terminated, for any reason, then you may be required to sign a settlement and release agreement, if so requested by the Company, for the Company to fully and finally settle all monies due to you.

#### **7. Termination of Service**

- a) If you are absent without leave or remain absent beyond the period of leave originally granted or subsequently extended in writing, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
- (i) Return to work within three (3) days of the commencement of such absence; and
  - (ii) Give an explanation in writing to the satisfaction of the Company and subject to acceptance by the Company, regarding such absence.
- b) Your services are liable to be terminated without any notice or salary in lieu thereof in the case of continued ill health and/or absence from work resulting therefrom.
- c) Your services can be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term 'misconduct' in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of discipline or inefficiency as compared to other employees or lower performance as compared to other employees of your category.

**8. Retirement age:** Your age of retirement shall be fifty-eight (58) years.

**9. Intellectual Property Rights and Confidentiality:** During your employment with the Company, you will, at all times, observe secrecy in respect of any technical, trade, or business data, customers' names and business details or any other information that might come to your knowledge or possession, which according to the Company are necessarily confidential and form valuable property of the Company. You shall not disclose nor cause the disclosure of any such data in any manner whatsoever. You agree to sign the Employee Intellectual Property Rights and Confidentiality Agreement, the contents of which have been adequately made known to you, for good and valuable consideration of your employment with the Company. It is specifically and particularly drawn to your attention and it is accepted by you unequivocally that in as much as your services may be deputed from time to time to work on assignments outside India with International Clients, and that the Company may sign Non-Disclosure Agreements with its Client(s) on behalf of all

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employees within the Company. You further understand the seriousness of consequences of disclosure of any confidential information, intentionally or otherwise, to anyone in India or outside India. It is therefore mandatory to abide by the Non-Disclosure stipulations of any Non-Disclosure Agreements signed by the Company with its Clients and during the course of your employment with the Company; you agree to be bound by this stipulation.

**10. Transfer:** Your services will be liable for transfer (temporarily or permanently) to any of our other offices, Client/Project locations, Divisions, Departments, etc., at anytime and anywhere in India or outside India. In the event of such a transfer or deputation, details of the terms and conditions including modification if any in your emoluments, etc., will be communicated to you at an appropriate time. In addition to the specific stipulations as may be applicable to you from time to time depending upon your assignment/location, you will continue to be governed by the terms and conditions of your employment in India at all times, unless specified otherwise in writing. Furthermore, in the event of you being posted overseas, you will be required to sign appropriate documents such as Service Agreements and fulfill the requirements specified therein and also adhere to the stipulations of the overseas deputation policies in force from time to time.

**11. Working Hours:** The working hours applicable to you will be the same as are observed depending upon your place of posting and as amended from time to time. Further, you should be prepared to work on any shift as may be warranted by the Company or its Client's work requirements.

**12. Verification of Particulars and Documents:** You will be required to submit to the Company's Human Resources Department a certain set of documents (as listed below) at the time of reporting for duty and you are advised to come prepared accordingly, without fail. Please note that the Company reserves the right not to accept you into its employment and rolls or after such acceptance, to discharge you from the rolls and from employment, in case you do not fulfill the requirements as specified below, particularly submission of documents in proof of your qualifications, experience, salary, etc.

We request you to submit the following documents to us at the time of your joining:

- a. Photocopies of your educational qualifications
- b. Six (6) passport size photographs of yourself & 2 post card photos with family for ESI coverage (if applicable)
- c. Relieving letter from previous employer, if applicable
- d. Recent salary statement, pay slips if applicable
- e. Proof of age
- f. Blood Group
- g. Pan Card
- h. Aadhaar Card
- i. Provident Fund account details / UAN (Universal Account Number)
- j. Income Tax deduction certificate of previous employer
- k. Company Personal Data form.

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**13. Company policies and employment clauses:** The Company reserves the right to change the Company policies and employment clauses from time to time and same would be applicable to all employees in the Company. Any of such Company-wide communication on change in Company policies and employment clauses supersedes employment contract clause/clauses and would be binding on all employees.

**14. Fulltime assignment:** Your Offer is a fulltime assignment and you will not, at any time, engage in any paid occupation or business outside the Company, whether part-time or not, whether for any consideration or not, and without obtaining a prior written consent of the Company. You will devote your entire time to the work of the Company and will not undertake any direct/indirect business or work, honorary or remuneratory, except with the written permission of the Company in each case.

**15. Company Properties:** You will be responsible for the safe keeping, dealing with utmost honesty and professional ethics, and return in good condition and order of all the properties of the Company, including but not limited to any money, material and/or documents, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess and recover the damage of all such material from you and to take such other action as it deems proper in the event of your failure to account for such material or property to the Company's satisfaction. If you are found guilty at any point of time of moral turpitude or dishonesty in dealing with the Company's properties, regardless of the value involved, your services are liable to be terminated with immediate effect, notwithstanding any other terms and conditions mentioned herein. On separation, (by retirement, resignation or otherwise), you are required to immediately hand over to the Company before you are relieved, all Company Properties (correspondence, specifications, formulae, books, documents, or records, etc.,) belonging to the Company or relating to its business and shall not make or retain any copies of these items.

**16. Voluntary Disclosure of Information:** That during the period of your employment in the Company, you will voluntarily keep us informed of any changes in your permanent residential address, correspondence address, marital status and any other personal particulars germane to the employment.

**17. Company's rule and regulations:** You will be governed by the Company's rule and regulations, policies, procedures, circulars, addendums, (standing orders) as enforced from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and structure/grades thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you.

**18. Deemed Contract:** After you sign this letter by way of acceptance, this will become a contract between the Company and yourself and notwithstanding anything to the contrary, the contract will be treated as having been concluded at Centillion Solutions and Services

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(P) Ltd. . for all purposes. If any legal action arises out of breach of any clause of this agreement, the jurisdiction will be District Courts at **Bangalore** only.

For any further clarification on the matters related to your employment and salary and perks, you are requested to personally contact or send an email to Head-Human Resources.

## **19. OTHER TERMS & CONDITIONS OF OFFER**

a) You agree that, during the term of your employment with the Company, you will not engage in any other employment, occupation, consulting or other business or pro bono activity directly or indirectly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor will you engage in any other activities that conflict with your obligations to the Company or the full discharge of your duties with the Company.

b) You also agree to maintain the confidentiality of all confidential and proprietary information of the Company and agree, as a condition of your employment, to be bound by the Company's Confidentiality, Intellectual Property Rights and Non-Compete Agreement.

c) Employee Benefits Program: You will be covered by the Company's benefits plan including statutory benefits as per the policy of the Company.

d) Leave and Holidays: You will be entitled to leave, holidays as applicable to your grade of employees.

e) Past record: If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from the Services of the Company without any notice.

## **20. Medical Fitness & Verification of Particulars**

a) Your appointment is subject to medical fitness for the job, verification of particulars from past employers, and verification in general of particulars mentioned in your application.

b) The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

c) In case particulars mentioned in your application are found false or unsatisfactory, your services would be liable for termination without giving any reason or notice thereof at any time.

## **21. Duties and Responsibilities**

a) The Company will expect you to work with a high standard of initiative, efficiency and economy.

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b) You will be responsible for protection and furtherance of the Company's best interests at all times, including after cessation of your employment in the Company.

**22. General**

a) You will be governed by the Service Rules and Regulations including the conduct, discipline and appeal rules, administrative orders and any such other rules/orders of the Company that may be in force from time to time.

b) Your age mentioned in the Matriculation/ Higher Secondary certificate will be deemed to be the conclusive proof of your date of birth.

**23.**This Offer includes the following attachments and shall collectively be referred to as "Agreement":

- a) Work From Home Agreement under Annexure A.
- b) Information Security and Information Technology guidelines under Annexure B.
- c) Non-Disclosure Agreement under Annexure C.
- d) Employee Undertaking under Annexure D.

We welcome you to the **Centillion Family** and wish you a rewarding and successful career with us over the coming years!

Yours sincerely,

**For Centillion Solutions and Services (P) Ltd.**

**Clyde Peter Alweyn**

**Head – Human Resources**

**Declaration by Employee**

I have read, understood and agree to the above terms and conditions as set forth in this letter, and hereby signify my acceptance of the same.

Name : \_\_\_\_\_  
 Signature : \_\_\_\_\_  
 Date of Joining : \_\_\_\_\_  
 Location : \_\_\_\_\_  
 Date : \_\_\_\_\_



**Annexure - 1  
Compensation**

**NAME** : **Nagender**  
**DESIGNATION** : **Officer**

<b>Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic + DA	12735	152820
House Rent Allowance	0	0
Special Allowance	0	0
<b>Gross Salary (A)</b>	<b>12735</b>	<b>152820</b>
Statutory Bonus Advance (B)	2547	30564
<b>Employer Contribution</b>		
Provident Fund	1528	18336
ESIC	497	5964
Gratuity	613	7356
<b>Total Employer Contribution (C)</b>	<b>2638</b>	<b>31656</b>
<b>Employee Deduction</b>		
Provident Fund	1528	18336
ESIC	115	1380
PT	200	2400
<b>Total Employee Deduction (D)</b>	<b>1843</b>	<b>22116</b>
<b>Total Cost to Company (A+B+C)</b>	<b>17920</b>	<b>215040</b>
<b>Net Salary (A+B-D)</b>	<b>13439</b>	<b>161268</b>

- **Other Allowances**, as applicable to your category of employee.

**Note: Please note that your compensation is personal to you and you are requested not to share details of the same with others**



## Compensation Statement

REF/VEG-/5112020!0

**Name:** Chandrakant  
**Designation :** Assistant Executive  
**Department :** Operations  
**Employee ID :** T169387  
**Effective Date :** Nov 5, 2020

As iEnergizer employee, you are currently eligible for the following, towards compensation, perquisites and benefits. The summary below helps you to understand the key elements there of :

**Monthly Salary Breakup (CTC):**

**Monthly Contribution / Deductions:**

(A) Fixed Components	Amount (Monthly)
Basic	17000
HRA	6700
Special Allowance	0
Process Allowance	0
Interim Allowance	0
<b>Total (A):</b>	<b>23700</b>
(B) Opportunity to Earn Components*	
Performance Linked Incentive (PLI)	3000
Attendance Incentive	7000
<b>Total (B):</b>	<b>10000</b>
(C) Others Benefits	
PF 12% (Employer's Contribution), if applicable	0
ESI 3.25% (Employer's Contribution), if applicable	0
*Medical Insurance	250
*Accidental Insurance	50
<b>Total (C):</b>	<b>300</b>
<b>( CTC : A+B +C)</b>	<b>34000</b>

(D) Employee's Deduction towards :	Amount (Monthly)
PF Contribution 12% (if applicable)	0
ESI Contribution 0.75% (if applicable)	0
Meals Allowance	0
<b>Total (D):</b>	<b>0</b>

(E) Employer's Contribution towards :	Amount (Monthly)
PF 12% (Employer's Contribution), if applicable	0
ESI 3.25% (Employer's Contribution), if applicable	0
<b>Total (E):</b>	<b>0</b>

Net In Hand Salary Breakup	Amount (Monthly)
Net In Hand Salary (A+B-D) With PLI & With Attn. Incentive & If Transport Not Availed	33700
Net In Hand Salary (A+B-D) Without PLI & With Attn. Incentive & If Transport Not Availed	30700
Net In Hand Salary (A+B-D) Without PLI & With Attn. Incentive & If Transport Availed	25700

\*The PLI & Attn. Incentive component are paid separately as per the process guidelines


- Note:**
- **TDS:** The salary will be paid subject to tax, which may be deducted as per the provisions of the Income Tax Act, 1961.
  - **GST:** The amount of any deduction from the salary other than the statutory deductions will be inclusive of Goods & Service Tax (GST) amount wherever it is applicable as per the prevailing rates.
  - **PLI:** PLI is Performance Linked Incentive; this is an average incentive amount payable in process. Incentives are payable only on meeting pre-defined criteria of the process and these are subject to change on monthly basis at the discretion of management, further detailing shall be done in process / operations after joining.
  - **Transport:** Rs.5000 shall be deducted in case you avail the transport facility.
  - **Attendance Incentive:** Attendance Incentive shall be only payable if there in No LWP / No NCNS in the month. Attendance Incentive will be applicable post certification from the 1<sup>st</sup> of approaching month.
  - **Bonus:** The payment is made to cover any payment due under the provisions of Payment of Bonus Act 1965.
  - **Headset:** The deduction to be made of Rs.2000/- against head set in two equal installments from first two consecutive month's salary. It shall be refundable at time of leaving.
  - **\*Medical Insurance:** There shall be Medical Insurance of Rs. 200000/- per annum (if applicable) only for self.
  - **\*Accidental Insurance:** There shall be an Accidental Insurance of Rs. 1000000/- per annum only for self.
  - **Salary shall not be paid in case of Non Certification**

for Granada Services Pvt. Limited

Authorized Signatory



05/11/2020



... you are currently eligible for the following towards compensation, perquisites and benefits. The summary helps you to understand the key elements there of

Fixed Components	Amount
	(Monthly)
...	17000
...	6700
...	0
...	0
...	0
<b>Total (A):</b>	<b>23700</b>
<b>Opportunity to Earn Components*</b>	
...	5000
...	5000
<b>Total (B):</b>	<b>10000</b>
<b>Others Benefits</b>	
...	0
...	0
...	250
...	50
<b>Total (C):</b>	<b>300</b>
<b>( CTC : A+B +C)</b>	<b>34000</b>

Monthly Contribution / Deductions	
(D) Employee's Deduction towards	Amount (Monthly)
PF Contribution 12% (if applicable)	0
ESI Contribution 0.75% (if applicable)	0
Meals Allowance	
<b>Total</b>	<b>0</b>
(E) Employer's Contribution towards	
PF 12% (Employer's Contribution)	
ESI 0.25% (Employer's Contribution)	
	<b>0</b>

... <th>Amount</th>	Amount
	(Monthly)
...	33700
...	30700
...	25700

... salary will be paid ... amount of any ded... amount wherever it is applicable... Performance Linked Incentive, this is... pre-defined criteria of the prov... ent, further detailing shall be done... Rs.5000 shall be deducted in ca... Incentive: Attendance Incentive... all be applicable post certifi... payment is made to cov... deduction to be made... be refundable at t... rance: There sh... rance: There... be paid in... Limited



... of the Income Tax Act, 1961... be inclusive of Goods & Service... are payable only... discretion of

**iEnergizer**

**Chandrakant**  
Asst. Executive  
T-169387

If Found Please return/mail to:  
A-37, B-ctor-82,  
Noida-201301  
Tel: 0120-2583001

# Expertise Contracting Company

**expertise**

Business Unit

Document Ref No.:

Rev. No.

Effective Date

Page No.

President & CEO Office

FM-DIV00-0015

00

3<sup>rd</sup> September 2022

1 of 1

## OFFER LETTER

Date: 03/09/2022


Dear : Mr. Mohammad Hafeez  
Passport No : P8162814

We are pleased to present to you our offer of employment with the M/s. Expertise Contracting 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	Single
2	Position's Title	PR/SBM
3	Basic Salary	1400+OT
4	Overtime	Applicable
5	Working Hours	8 Hrs/ 6 Days a Week
5	Accommodation & Food	Provided by the Company
6	Transportation Facility	Provided by the Company
7	Employment contract duration	6 to 9 Months (may be extended)
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.
- Contract is subject to renewal based on the project requirements and your performance during the period of your deployment
- Upon acceptance of the offer, a formal contract between you and the Company (**Expertise Contracting 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.

  
Human Resources Manager

Vice President (HRA/Ops)

President

MOHAMMAD HAFEZ  
Employee Name & Surname

  
Employee Signature

Expected Joining Date

**02-Nov-2021**

Dear **Muzammil Murtuza Bilgi**,

Subject: Offer of employment – ‘QA Engineer’

1. In response to your interview with us, we are pleased to offer you the position of **‘QA Engineer’** in M/s Test Yantra Software Solutions (India) Pvt. Ltd. (“Company”). This offer is subject to the satisfactory background verification check that will be completed by the Company prior to your joining date.
2. Your cost to company (CTC) shall be as per the below Schedule.
3. The terms and conditions of your employment will be governed as per the employment agreement (Agreement) annexed as Annexure 1.
4. You are required to carefully go through the terms and conditions of this offer letter and Annexure 1 as your employment in the Company shall be strictly governed by these documents.
5. If you agree to the terms and conditions of employment, please sign a copy of this letter as a token of your acceptance and return the signed copy to the Company on or before **02-Nov-2021**. Please sign on all pages. Upon signing, the terms and conditions of the employment agreement shall become binding on you.
6. The Company’s obligations shall commence on the date of your joining which shall be on or before **02-Nov-2021**.
7. This offer is valid till **02-Nov-2021** and if you fail to accept the terms of the offer, the Company shall have the right to withdraw the offer without giving you any further notice.
8. We are confident that you will enjoy being a part of the Company as much as we shall cherish our association with you.
9. You are also requested to submit the following documents to us on the date of submitting the duly signed Agreement, which shall *not* be later than **02-Nov-2021**.

a) Photocopies of your educational qualifications	e) PF account details
b) 2 passport size photographs of yourself	f) Income Tax deduction certificate of previous employer
c) Offer Letter, Relieving letter from previous employer/s, if applicable	g) Pan Copy
d) 3 months’ Payslips of previous employer, if applicable	h) Passport Copy
	i) Aadhar Card Copy
	j) ID Proof & Address Proof
	k) Cancelled cheque leaf

Annexure 1  
EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT (the "Agreement") is made and executed on this **02-Nov-2021** at Bengaluru.

BY:

**M/S TEST YANTRA SOFTWARE SOLUTIONS (INDIA) PVT. LTD.**, a company incorporated under the Companies Act, 1956, having its registered office at #88, Brigade Chambers, 3rd floor, Gandhi Bazaar Main Road, Basavanagudi, Bengaluru – 560004. represented by its Human Resource (hereinafter may be referred to as the "Company", which expression shall, unless repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns) of the ONE PART;

AND:

**Muzammil Murtuza Bilgi, S/O Murtuza Bilgi, residing at Ward No 7, Near Darag, Alampur Peth, IIKal, Bagalkot, Karnataka -587125.** here in after referred to as the "Employee" or the "Second Party", of the OTHER PART

The Company and the Employee shall hereinafter, wherever the context may so require, be individually referred to as 'Party' or collectively as 'Parties', as the case may be.

WHEREAS:

1. The Company is engaged in the business of providing software services (the "Business");
2. The Company was looking to hire an employee for the post of '**QA Engineer**'. The Employee had applied to the Company for the said post and made several representations regarding his/her qualification and abilities and produced certificates thereof. Based on an interview conducted by the Company and based on the representations made by the Employee, the Company has agreed to appoint the Employee for the said post, on the terms and conditions set forth herein below.

NOW THIS EMPLOYMENT AGREEMENT SHALL WITNESSETH AS FOLLOWS;

1. APPOINTMENT:

- 1.1 The Company hereby appoints the Employee '**QA Engineer**'. The Employee hereby accepts the said appointment and agrees to work diligently and serve the Company in

the said capacity or in such other posts/ designations as the Company may prescribe and/or promote from time to time. The Employee shall be responsible to perform duties more fully described in Schedule A hereto.

- 1.2 The Employee shall report on **02-Nov-2021**. The obligations of the Company towards the

Employee shall commence only on and after the date of joining. However, the Employee's obligations under the Agreement shall commence on the date of execution of the Agreement.

- 1.3 The Employee shall report to Test Yantra and/or to such other person or persons as the Company deems fit to be his/her supervisor from time to time. In addition, the Employee shall carry out such other duties and functions as may be assigned to him/her by the Company from time to time.

- 1.4 The Employee's place of work, for the time being, shall be at Bengaluru. However, the Company may relocate/ transfer/ depute the Employee to any of its branches or client's place as part of their work, within or outside India where business of the Company or any subsidiary/ branch/ outlet/ unit of the Company is in or may come into existence if the Company so directs based on the exigencies of work. Upon such relocation/ transfer, the Employee agrees to be bound by the rules and regulations of the respective working place, or otherwise as specified by Company.

- 1.5 The Employee shall be on probation for the first six months and only after his/her successful completion of probationary period, the Company will issue a letter of confirmation of employment. In the event, the Company is not satisfied with the performance of the Employee during the probationary period, the Company is entitled to terminate this agreement with immediate effect and the Employee agrees and undertakes to not make any claim on the Company whatsoever.

- 1.6 The terms of this Agreement shall continue to bind Employee until it is terminated in accordance with this Agreement, irrespective of the fact that Employee may be promoted, transferred or seconded to any other place.

- 1.7 The working hours of the Employee shall follow the operating hours of the Company. When working on relocation/ transfer/ deputation, the working hours shall follow the operating hours of such place of work. But the Employee understands that from time to time he/she is required to work additional unpaid hours in order to carry out the duties promptly and efficiently.

- 1.8 The Company shall provide training to the Employee for the first month for better discharge of the roles and responsibility by the Employee. However, the Employee may choose to seek special training on any specific area from the Company and in such an event, the Company will at its cost provide the special training to the Employee. However, post completion of the training the Employee shall compulsorily work in the Company and provide his/her services for a minimum period of one year and on the terms and conditions as may be agreed between the Parties under a

separate agreement to be executed by the Parties prior to commencement of the special training.

## 2. EMOLUMENTS:

- 2.1 The Employee's total compensation (Cost to the Company) shall be as per the abovementioned schedule, payable in periodic installments according to the Company's normal payroll practices, subject to standard deductions towards tax and other deductions as per Company policy.
- 2.2 Performance reviews shall be done on a yearly basis with the first performance review at the end of twelve months. Salary increments shall be done on a yearly basis based on the performance of the Employee in that year which shall include professional efficiency, integrity, discipline, punctuality, professional grooming, Employee's contribution towards profitability of the Company's income, etc. The Employee's increments are completely discretionary and will be subject to and on the basis of his effective performance and results during the period as also the performance and results of the Company. All or any such increment or bonus may be paid by the Company at the end of completion of every twelve months of employment.
- 2.3 All statutory requirements of tax, including tax deductible at source, professional tax, etc, will be paid and complied by the Company and all/ any funds/ salary/ remuneration paid to the Employee will be after such appropriate deductions.

## 3. TERM AND TERMINATION:

- 3.1 The parties agree that the Employee's employment with the Company shall commence on the date of joining and subject to clause 1.5 above, shall continue till such time that either party terminates the employment in accordance with the clauses below.
- 3.2 Either party may terminate this agreement by giving **Three (3) months** prior notice to the other party. The said notice period for termination of this Agreement by the Employee shall neither be adjustable against privileged leave nor forfeiture of salary of such Employee and the same shall be subject to the discretion of the Company. However, nothing in this Agreement shall prevent the Company from terminating the Employee's employment forthwith for proved breach of any duties and responsibilities/ gross default/ misconduct contravening the express or implied terms and conditions of this Agreement. Where this Agreement is terminated by the Company on account of the Employee's proved breach of any duties and responsibilities/ gross default/ misconduct, no prior notice and thereby no salary in

lieu of such notice shall be necessary. Un-intimated absence of employee for 3 consecutive days then the employment shall be terminated without prior notice to the employee.

- 3.3 Further, it shall be at the sole discretion of the Company to suspend the requirement of the notice period as stipulated in clause 3.2 above. However, in such cases, the Company may direct the Employee to buy out the notice period by paying amount equivalent to the Salary+ GST(18%) payable during the notice period plus such other amounts as may be sought by the Company.
- 3.4 In the event of the Employee terminating the Agreement or otherwise leaving the services of the Company in any manner, the Company shall not be liable to pay any amounts towards bonus, increment, etc. and the Company may recover any losses the Company has suffered on account termination by the Employee except in accordance with clause 3.2 above.
- 3.5 In the event of the Employee being liable to pay any amounts as mentioned hereinabove, the Company shall have the first charge over the salary, bonus and other dues to be paid to the Employee from the Company and the Employee hereby agrees and authorizes the Company to deduct from them, all such amounts payable by him.
- 3.6 Summary dismissal: - The Company may dismiss the Employee immediately and without notice if, the employee:
- (a) Does not perform the duties assigned to him/her under this Agreement satisfactorily;
  - (b) Is guilty of dishonesty, serious neglect or gross misconduct in the course of employment;
  - (c) Becomes unable, due to illness (whether physical or mental), to properly and effectively perform duties as provided hereunder for a period or periods totalling 20 working days in any consecutive period of 3 months;
  - (d) Expressly or by implication repudiates this Agreement;
  - (e) Acts in such a way (whether or not in the course of employment) as to bring the Company or its subsidiaries into disrepute;
  - (f) Is convicted of any criminal offence, or under any law;
  - (g) Is accused of any offence involving moral turpitude;

#### 4. LEAVES:

The Employee will be entitled to avail holidays/ leaves as per the Company policies in force from time to time. Employee is requested to read the Leave policy adopted by the Company.

#### 5. NON – DISCLOSURE OF CONFIDENTIAL INFORMATION & NON-COMPETE:



5.1 The Employee agrees that information concerning the working of the Company, including all the information concerning the Company's business transactions, financial arrangements, business partners, clientele, trade secrets, marketing strategies and any other information concerning the Company which is not in the public domain constitutes 'Confidential Information' belonging to the Company under this Agreement and he shall not, during the continuance of this Agreement or after the termination of this Agreement, reveal Confidential Information to any person, firm, corporation, or entity. Should the Employee reveal or threaten to reveal such Confidential Information to any person, firm, corporation, or entity contrary to the provisions of this Agreement during the subsistence of this Agreement, the Company shall be entitled to take disciplinary action against the Employee including dismissal of the Employee and the Company may file suit for damages. Should the Employee reveal or threaten to reveal such Confidential Information to any person, firm, corporation, or entity contrary to the provisions of this Agreement after termination of this Agreement, the Company shall be entitled to claim damages from the Employee. After Separation from the Company, Employee cannot join our Competitors at least for a minimum period of 2 years from the date of exit of the employment.

**Dual Employment:** Employee during the employment at Test Yantra shall not engage himself in any other duties / work for any other companies. The Company shall terminate employment of employee, if employee enters into such an act and shall proceed with legal proceedings for committing dual employment.

5.2 Nothing contained in the previous/ above clause shall apply to:

- (a) information that is in the public domain; and
- (b) information which the Parties are under a legal obligation to disclose to a court of law or other statutory/regulatory authority;

5.3 The Employee also agrees to promptly and without necessity of any demand, return to the Company, any and all documents, records, or writings made or obtained by the Employee in the course of his/her employment with the Company, on expiry or termination of this Agreement for any reason whatsoever.

5.4 The Employee also agrees to sign on similar non- disclosure/ confidential agreement of any of the clients of the Company as and when required/ requested by the Company.

5.5 The Employee agrees and undertakes not to take up employment with the existing clients of the Company during the subsistence of the Agreement without prior written consent of the Company.

5.6 The Employee agrees and confirms that he/she will not accept any offer of employment from any customer, where he/she had worked during the course of

employment with the Company for a continuous period of 6 months immediately preceding the termination of his/her employment in the Company.

- 5.7 The Employee agrees and undertakes not to either directly or indirectly solicit the employees, customers, clients of the Company post termination of the his/her employment in the Company.

6. SIMULTANEOUS EMPLOYMENT/ EDUCATION:

6.1 The Parties agree that during the term of this Agreement, the Employee shall not, under any circumstances, be permitted to work for any other company or firm or person, either whole time or part time, to own, or in any way be associated with any company or firm or proprietorship concern as advisor, director or partner, whether paid or not, for his services, without prior written permission from the Company.

6.2 The Employee may pursue further education with the prior written consent of the Company. However, any such further education shall not in any way affect the work/ business of the Company.

7. EMPLOYEE'S OBLIGATIONS:

7.1 The Employee agrees to carry out all the duties assigned by the Company with all due diligence and loyalty and keeping the Company's interest paramount.

7.2 The Employee agrees to not directly/ indirectly receive or accept for Employee's own benefit any commission, rebate, discount or profit from any person/ firm/ company having business transactions with the Company.

7.3 Employee agrees to supervise the work of Employee's subordinates and shall always ensure proper and effective implementation and compliance of all the rules and regulations of the Company.

7.4 The Employee shall not commit any illegal act/ breach of trust or bring any civil/ criminal or any such other liability on the Company. In any such event, the Employee alone will be liable for all such liabilities/ wrongs done.

7.5 During the term of this Agreement, the Employee agrees to be bound by the policies framed and enforced by the Company from time to time.

8. DOCUMENTS PROVIDED TO THE COMPANY:

8.1 The Employee for the purpose of the employment has provided the Company with the following documents and upload the Documents on the HR portal. This is mandatory, contact HR team for further information

- 8.2 The Parties agree that the Company has offered employment to the Employee on the basis of the above mentioned documents and information provided by the Employee and on the understanding that there is nothing in the Employee's past record which should have prevented in the Company from offering employment to the Employee under this Agreement. If any of the above documents/ information is found to be incorrect or false or in the opinion of the Company is incorrect/ false, or if the Employee has suppressed any material information, the Company shall have the option of terminating this Agreement forthwith without any prior notice or salary in lieu of such notice to the Employee.
- 8.3 This Agreement shall supersede any prior agreements/ understandings between the Company and the Employee. Any amendment/ alteration to this Agreement shall be in writing and shall be signed by both the parties.
- 8.4 If, for any reason, any provision of this Agreement is held invalid, all other provisions of this Agreement shall remain in full force and effect.
9. DISPUTE RESOLUTION AND GOVERNING LAW:
- 9.1 In the event of any dispute between the parties, such dispute shall be referred to the sole arbitrator appointed by the Company. The place of arbitration shall be in Bengaluru. The award passed by the Arbitrator shall be final and binding on the parties.
- 9.2 Subject to Clause 9.1, this Agreement shall be governed by the laws of India irrespective of conflict of law provisions and the Courts in Bengaluru shall have the exclusive jurisdiction to deal with the disputes arising out of this Agreement.
10. Notice: Any notice and other communications provided for in this Agreement shall be in writing and shall be first transmitted by email and then confirmed by Speed Post, in the manner as elected by the Party giving such notice to the following addresses:

In the case of notices to the Company:

Address : #88, Brigade Chambers, 3rd floor, Gandhi Bazar Main Road, Basavanagudi, Bengaluru – 560004  
Attention : HR Department  
E-mail : hr@testyantra.com

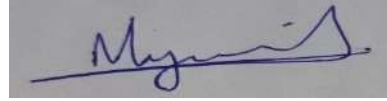
All notices shall be deemed to have been validly given on (a) the Business Day immediately after the date of transmission with confirmed answer back, if transmitted by facsimile/electronic transmission, or (b) the Business Day of receipt, if transmitted by courier or registered airmail.

Any Party may, from time to time, change its address or representative for receipt of notices provided for in this Agreement by giving to the other Party not less than 30 days prior written notice.

IN WITNESS THEREOF the parties hereto have set and subscribed their respective signatures and seal on the day, month and year first written herein above:

M/s Test Yantra Software Solutions (India) Pvt.  
signatory

Employee Ltd, represented by its authorised



\_\_\_\_\_  
Authorised Signatory

\_\_\_\_\_  
Signature

**Schedule**  
Cost to Company details

SALARY BREAK UP (ANNEXURE A)			
<b>NAME:</b>	Muzammil Murtuza Bilgi		
<b>DESIGNATION:</b>	QA Engineer		
<b>LOCATION:</b>	Bangalore		
<b>COMPANY/BUSINESS UNIT:</b>	Test Yantra Software Solutions		
Basic and Other Allowances Details			
Cash Flow Head	Monthly	Yearly	
Basic Salary	15000	18000	0
House Rent Allowance	3654	43848	
Conveyance Allowance	1600	19200	
LTA	0	0	
Bonus	1250	14994	
Food Allowance	0	0	
Other Allowances	0	0	
<b>Monthly / Yearly Gross</b>	<b>21504</b>	<b>25804</b>	<b>2</b>
Deductions			
EPF Employee	1800	21600	

Professional Tax	200	2400
Medical Insurance	200	2400
<b>Total</b>	<b>2200</b>	<b>26400</b>
<b>Net Pay</b>	<b>19304</b>	<b>23164</b>
<b>Benefits</b>		
EPF Employer	1800	21600
Gratuity		15858
GPA Insurance	0	4500
<b>Total</b>	<b>1800</b>	<b>41958</b>
<b>Total CTC</b>	<b>300000</b>	

Note: Take home Salary is subject to Income Tax deduction as per Section 192B of Income tax act, 1961. You can avail tax reduction, by declaring your Investments to HR team at the time of Joining the Company.

### SALARY COMPENSATION AND BENEFITS

An employee of Test Yantra is eligible for all statutory compensation and benefits. This is as per the **COMPENSATION AND BENEFIT** Policy of Test Yantra Software Solutions. Employee is requested to follow the guidelines and process as per the Policy, which will be shared at the time of Joining.

At the discretion of the management, the non-statutory benefits may be extended to an employee based on the market situations.

#### STATUTORY BENEFITS

The following Compensation and Benefits are statutory in nature and are available to all eligible employees

1. Salary
2. Provident Fund
3. Gratuity

4. ESI Medical benefit
5. Maternity benefit & Paternity benefit – As per Maternity act and maternity policy adopted by Test Yantra.

**NON - STATUTORY BENEFITS**

The company provides the following benefits to all or sections of employees based on certain employment, performance criteria and career bands. They are meant to provide additional benefits to employees, act as a motivator in their career and to take care of their life style requirements. The award of these benefits are solely under the discretion of the management.

The following is the list of Non Statutory Benefits:

1. Group Insurance Scheme (Accident and Death)
2. Group Health Insurance Scheme (Hospitalization)
3. Sabbatical Leave
4. Extended Maternity Leave
5. Food Allowance
6. Leave Travel Concession

**Note:** Employee must read the company policies available in the HR portal and shall be eligible to avail the benefits as per the policy adopted by Test Yantra Software Solutions

Expertise Contracting Company					
expertise	Business Unit	Document Ref No.:	Rev. No.	Effective Date	Page No.
		President & CEO Office	FM-DIV00-0015	00	30 <sup>TH</sup> January 2022
OFFER LETTER					

Date: 25/10/ 2022

Dear : Mr. Ihsan Ulhaq  
 Passport No : V1175177

We are pleased to present to you our offer of employment with the M/s. **Expertise Contracting Company Ltd.** based on the following employment terms and conditions. Please review this summary of terms and conditions for your anticipated employment with us:

SI-no	Descriptions	Entitlements
1	Visa Status	Single
2	Position's Title	Trainee Engineer
3	Basic Salary	██████████
4	Overtime	Not Applicable
5	Accommodation & Food	Provided by the Company
6	Transportation Facility	Provided by the Company
7	Employment contract duration	6 to 9 Months
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.
- Contract is subject to renewal based on the project requirements and your performance during the period of your deployment
- Upon acceptance of the offer, a formal contract between you and the Company (**Expertise Contracting 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.



Human Resources Manager

Vice President (HRA/Ops)

President

Ihsanulhaq Employee Name & Surname	 Employee Signature	Expected Joining Date
---------------------------------------	---	-----------------------

Revision : 00

Effective Date : 11<sup>TH</sup> October 2021



**Mr. Khalees Anees Abdul Khader**  
Passport No. P5342388 (India)

**23<sup>rd</sup> May 2021**  
**HR/2021/TSIMI/006**

**Subject: Offer Letter**

Further to our earlier discussions and interview regarding the job vacancy of **Trainee Production Engineer** at M/s TSI Metal Industries LL, UAE, we are pleased to offer you the following terms and conditions:

**A) Financial & General Conditions**

Employment Contract	:	<b>Unlimited.</b>
Job Title / Position	:	<b>Trainee Production Engineer</b>
Probation Period	:	<b>Six (6) Months</b>
Basic Salary	:	<b>AED 1,800/-PM</b>
Housing Allowance	:	<b>AED 1,000/-PM</b>
Other Allowance	:	<b>AED 200/-PM</b>
Annual Leave	:	<b>Thirty (30) consecutive days per one year of service.</b>
Leave Ticket Allowance	:	<b>(1) Economy class air-ticket to Home Country for self.</b>
Medical Insurance	:	<b>Provided as per Group Policy for self.</b>
Leave Indemnity / Gratuity	:	<b>As per U.A.E. Federal Labor Law</b>

**B) Special Clauses that govern your employment**

1. You must not use, or disclose, or publish, except when your duties may require so, during or at any subsequent time of employment, any trade secrets, and confidential matters related to the business, owners, subsidiaries, sister concern companies, or clients.
2. During the employment term, you shall not directly, or indirectly on your own, or as an owner, partner, officer, advisor, employee on full, or part time basis, be involved with similar business, especially those considered to be competitors.
3. You shall not be interested whether directly, or indirectly in any capacity, or in any other company unless fully or partially owned by the Group.
4. You agree to disclose, and assign to the Group without payment of consideration, the innovations, inventions developed solely, or jointly with others during the period of employment with us. Any innovations, or developed discoveries, inventions that are devised, or developed during or within one year after termination of your contract (termination from either the Group or yourself) will be assumed to have been conceived during your employment with the Group.





5. The Second Party (employee) shall be committed not to work in the same competing business of the First Party (employer) for the period of 1 year if the employee has terminated his employment contract or if employment contract expired as per Article 127 & 128 of the Federal Labor Law No. 8 for 1980, without prejudice to the First Party's legal or contractual obligations.
6. In case Second Party undergoes training during the tenure of contract, he / she shall be obliged to pay back the value of the training in the event employment contract was terminated of his/her own free will during 1 year period from the date of commencement of contract, without prejudice to the First Party's legal or contractual obligations.
7. Upon arrival to the U.A.E. to join duty, the employee must hand over his passport to the Personnel Department in order to proceed with the necessary formalities of residence permit, and work permit. Thereafter, the employee will only retain (copy of his labor permit & UAE ID) which he will be carrying with him at all times. The passport will be kept by the Personnel Department in safe at all times, except if required by the employee for completing certain official formalities. In such cases, he is required to fill general request form specifying the reason and date of return of the passport.
8. The Notice Period will be as per UAE Labor Laws and as agreed to be **ONE MONTH**.
9. In case the company wishes to terminate your contract during the Probation Period, then it will be without Notice. However after confirming your services, then you will be given a One (1) month Notice.
10. Where the reason for termination of the contract is the employee's resignation, his travel expenses shall be at his own expenses.

**Kindly sign and return the attached second original as approval.**

**Dinesh K. Bhasin**  
[Managing Director]

**Khalees Anees.A.K**

### LETTER OF UNDERTAKING

I, **Muhammed Musthafa.P.A**, Aged 23Years, New world House, 4<sup>th</sup> Mile, Panarkulam, Post Alampady, Kasaragod, Kerala. 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.
  - 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 31-12-2019 at Cygnus Solutions, Mangalore.

Signature with Name, address & PP number

Witnesses (with address & Relationship to the candidate)



Bharat  
Petroleum

Kochi Refinery

# ठेका श्रम CONTRACT LABOUR

Gate: IREP

Pass No: 247011

ठेकेदार/Contractor

RADIANT HITECH ENGG. PVT LTD

नाम/Name

VISHNU SOMAN

पिता/Father

आयु/Age

27

लिंग/Gender : Male

पता/Address

PATTUKALATHIL POYKAYIL THITTAMEL  
CHENGANNUR, ALAPPUZA, KERALA

PO No

4600892143

ESI NO :NII

कार्यस्थान/Workspot

KR

PCC NO

881/SHO-CHENGANNUR/2021

Date: 22-11-2021

HSE

No:SDS 117 Validity : 26-11-2022

Safety Category

General

Yes

Electrical

Yes

तारीख/Validity

26-11-2022

Time : 0800-1700

DAY/NIGHT

SUNDAYS & HOLIDAYS

Head Of Contractor

ठेकेदार का हस्ताक्षर

Head Of Security BPCL KR

सुरक्षा प्रमुख



الشركة الخليجية المعالجة المياه المحدودة  
**GULF WATER TREATMENT CO. LTD.**  
(AN ISO 9001:2015, 14001:2015 & 45001:2018 CERTIFIED COMPANY)

**Muhammed Ashfak**  
Project Engineer

M : +971 50 457 0533

T : +971 6 534 1090

E : ashfak@gulfwatertreatment.com

P.O. Box : 23042, Sharjah - U.A.E

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



# RNA Resources Group Limited

(Operating as "Landmark" JAFZA License no. 103288)

01 November, 2022

Mr. Haquib Musthafa,  
Dubai, UAE

Dear Haquib,

Further to the interview you had with us, we are pleased to offer you the position of "Junior Electro Mechanical Technician" for RNA CDC to be based in Dubai, UAE on the following terms and conditions:

You are being recruited in the Band (B3) and your date of joining shall be on or before 21<sup>st</sup> November 2022.

This position would be reporting to **Manager - Maintenance**.

Your appointment is subject to approval from the Labour and Immigration Department of UAE

## Salary and Benefits:

1. Your **Monthly Remuneration** shall be as follows:

Components	Amount	Amount in Words
Basic Salary	AED 2100	(Dirhams Two Thousand One Hundred Only)
Other Allowances	AED 1400	(Dirhams One Thousand Four Hundred only)*
<b>TOTAL</b>	<b>AED 3500</b>	<b>(Dirhams Three Thousand Five Hundred only)</b>

\*An Amount of AED 650/- will be withdrawn if company accommodation is utilized  
An Amount of AED 200/- will be withdrawn if company transport is utilized

2. **Incentive Scheme**

You will be eligible to participate in the Group's Incentive Scheme upon completion of the probationary period. The payment of incentive is subject to the Group and you achieving set targets.

3. **Medical Scheme**

You will be provided health care benefits in line with the norms prescribed under local laws and regulations. Currently, you are eligible for medical insurance coverage for in-patient and out-patient treatment up to a maximum limit of AED 150,000/- per policy year subject to and in accordance to the terms, exceptions, limitations and exclusions of the policy.

The details on medical coverage including the table of benefits, geographical cover, coinsurance, network of medical service providers is annexed. Please refer to **Annexure 1**.

4. **Life Insurance policy**

You will also be covered under a Life Insurance Policy of US\$ 30,000/- (for self only), effective from the date of joining during the tenure of your service with the Group. Please enquire for the coverage of Life Insurance Policy with the Accounts Department.

5. **Gratuity** is payable as per local labor laws.

6. **Confirmation**

You will be on probation for a period of six months upon joining and deemed to be confirmed thereafter unless given in writing otherwise prior to the completion of the probationary period. Any leave taken during the probation period will be governed by the Group HR Policy.

# RNA Resources Group Limited

(Operating as "Landmark" JAFZA License no. 103288)

## 7. Annual Leave & Leave Travel Allowance

You will be entitled to 26 (Twenty-Six) working days of paid leave for every completed year. You will be provided with Leave Travel Allowance (LTA) for self once in every two years. LTA will be basis your work location and the international airport nearest to your permanent residence. LTA will be paid along with your salary (payroll) after every completed two years of service.

## 8. Working Hours

The hours of work will be a maximum of 48 hours in a week. At times, work demands may necessitate additional working hours.

## 9. Separation

During the probation period, company can terminate the Employment Contract by giving a 14 (Fourteen) day notice. However, the employee may terminate the Employment Contract during the probation period as per terms of the local labour laws and with notice period of either 30 days or 14 days (as may be applicable to you under the local labour laws), provided that in either of the said situations the company shall be entitled to get compensation from your next employer as permitted under the local labour laws. After the Probationary Period, either party may terminate the services, by giving Three (3) months Notice or salary in lieu thereof.

## 10. Employment Contract

Your contract of employment is limited term employment contract. As per current Government regulations your employment visa will be valid for 2 (two) years and is renewable. In case you choose to terminate your services with the company before the initial (2) two years; you will not be eligible for a return ticket.

## 11. Confidentiality

You shall maintain full confidentiality of all matters relating to the business affairs of the company, and its branch offices.

## 12. Conflict of Interest

During the course of your employment with the company, you will not be permitted to engage in any other employment, any other business or undertakings or other business activity other than as an employee of this company.

## 13. Non-Competitor Engagement

For a period of six months from the date of separation of your employment services with the company (either by resignation or otherwise), you shall not be employed or otherwise have your services engaged in any capacity, within the geographical territory of the UAE and/or any other territory as per scope of your employment (as applicable), with any competitor of the Landmark Group (including the company) and its successors and assigns, for the business substantially similar with the Landmark Group's respective business for which you work and/or have worked.

## 14. Non-Solicitation

You (whether during the period of your employment with the company or thereafter) shall not (either directly or indirectly) in any manner (a) solicit, approach, or deal with suppliers, vendors, partners or clients of the Landmark Group's respective business for which you work and/or have worked, except to meet company specific requirements; (b) solicit, recruit, poach or encourage any of the employees of the company (including its subsidiaries, or affiliates), to leave their employment with the company and join any third party that you are working with or associated (directly or indirectly) or for any other person or entity.

# RNA Resources Group Limited

(Operating as "Landmark" JAFZA License no. 103288)

## 15. Others

You shall abide by the Company's Rules and Regulations and will be governed by the Company Policies, which exist or are amended from time to time.

16. This offer is subject to receipt of Satisfactory References and verification of employment information You are required to provide us with 2 (Two) Professional References / Reference Letters.

Additionally, if deemed necessary, we will employ a Third Party to carry out a Background Verification check.

17. The Group reserves the right to transfer you to any of our companies internationally, at salaries, terms and conditions comparable to this one, vis-à-vis the place of posting.

## 18. Visa

For the purpose of your Employment Visa / Work Permit you are required to submit the following documents:-

- Photocopy of all the relevant pages of your passport (*i.e. pages containing relevant details including details of your parents and spouse-if applicable*).
- 15 passport size photographs (White Background).
- Original Educational Certificate (Degree/Diploma) duly attested by UAE Embassy/Consulate & Ministry of Foreign Affairs in the country of origin

Any verbal communication on the above appointment is not valid.

Kindly sign and return a copy of this letter within a week from receipt thereof as a token of acceptance of the terms and conditions specified as above.

We look forward to you joining our organization. We believe you will find work here to be rewarding personally and professionally.

Thanking you,

Yours Truly,

for 

Swapan Choudhury  
Head – Supply Chain Operations

Haqib Musthafa  
Accepted



# RNA Resources Group Limited

(Operating as "Landmark" JAFZA License no. 103288)

## Annexure 1: Medical Insurance - Concise Statement of Benefits

Maximum Limit per Insured per Policy Year	AED 150,000
Geographical Coverage	UAE and Home Country
Network	<b>NAS SRN network</b> , NMC Specialty Hospital (Madinat Zayed Street, Abu Dhabi), NMC Al Ain (Shak boot Bin Sultan St)
Pre-existing & Chronic Conditions	Covered up to policy limits No Waiting Period
Outpatient Consultation	20% copay with a ceiling of AED 35/- per consultation
Outpatient Treatment	Covered up to policy limit with 20% copay on all Outpatient services
Outpatient Drugs & Medicines (Pharmaceuticals)	Covered up to AED 7,500/-, subject to 20% copay All Prescribed drugs including branded medicines
Inpatient Treatment	Covered up to policy
Room & Board	Shared room
Physiotherapy	Covered up to 10 sessions per person per year, with 20% copay
Cancer screening	Covered up to AED 1,000 with 20% copay
Alternative Treatment	Covered up to AED 1,500 (on reimbursement & 20% copay)
Psychiatric Benefit	Covered up to AED 5,000 with 20% copay
Pandemic coverage – Covid 19 Treatment	Covered within geographical area of coverage
Maternity Benefits	<b>Inside Network:</b> OP covered in full & IP Covered upto below limits Covered up to AED 7,000/- for normal delivery & AED 10,000/- for Csection, subject to 10% coinsurance. 8 visits allowed for ante-natal services <b>Outside Network &amp; Abroad :</b> Upto AED 10,000 per policy year (aggregate of all services)
Optical treatment (Emergency)	Vision aids and vision correction by surgery and lasers (covered up to policy indemnity limit)
Dental treatment (Emergency)	Dental & gum treatments (covered up to policy indemnity limit)
Please connect with your local HR for detailed insurance policy handbook.	