

21st November 2022

To,
Mohammed Habeeb V A,
Azad Nagar, P. O. Kudlu,
Kasaragod- 671124

Sub: Offer Letter

Dear Habeeb,

We are pleased to offer you the position of '**Inside Sales Executive**'. You will be based in our office in Bangalore and will be reporting to **Mr. Maaz Jukaku**. You are requested to join on **1st December 2022** on mutually agreed terms and conditions at the time of interview.

1. You shall be entitled to a remuneration of **Rs. 3,00,000** per annum (Cost to Company). This will attract mandatory deductions for taxes and any other deductions as are required by the terms of your employment. Further terms of your employment will be as per the detailed Appointment Letter to be issued against your acceptance of this offer letter.
2. You will be on probation for a period of 6 (Six) months from the date of joining. Based on your satisfactory performance evaluated at the end of the sixth month, your services will be confirmed and your remuneration will be revised to **Rs. 3,60,000** per annum.
3. The company works from 9:30 AM to 6.30 PM, Monday to Saturday. The final timings would be intimated by your Reporting Manager.

You are required to submit the following documents at the time of your joining:

- Passport size photographs – 2 No's.
- Copy of your highest qualification Certificate - Self attested
- Copy of your PAN Card & Aadhaar Card copy.
- PF & ESI Account Details (If any).
- Pay slips (previous two months)
- Relieving Letter from your Previous Organisation
- Other relevant information as per HR policy (Like Emergency contact details, Blood group, Local address proof etc.)

Should the above mentioned terms and conditions of the company be acceptable, please sign the Declaration as a token of your full acceptance of this offer.

We congratulate you and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards achieving our objectives.

Yours truly,

For Emertxe Information Technologies Pvt Ltd



Maaz Jukaku

Managing Director

Declaration:

I have read this letter and fully understood the above terms and conditions of my service and I accept the same without any reservations.

Name:

Signature:

Place:

Date:



Offer: Computer Consultancy
Ref: TCSL/DT20218227291/Bangalore
Date: 26/11/2021

Ms. Anju Joseph
1-98,
Kalanja,
Belthangady-574216,
Karnataka.
Tel# -

Dear Anju Joseph,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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1

TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

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TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

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

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



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

*Passport

*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Anju Joseph
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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

12th August 2022

Mr. Hamsa Masood T M,
Talpanaje House,
Nirchal Post, Kasargod – 671 321
Kerala

Dear Mr. Hamsa Masood,

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 20th August 2022. Please report for duty at our project NTT DC3X at Bangalore.

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 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

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



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12th August 2022

Mr. Mohammed Sharif,
302/ 7, Near Badriya Juma Masjid
Kodi, Kundapura
Udupi – 576 217

Dear Mr. Mohammed Sharif,

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 20th August 2022. Please report for duty at our project NMIT, Mahape, 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.

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



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19th August 2022

Mr. Eshwar M V
S/o M Venkatesh
Mundodi, Malanadu Nemmar
Sringeri, Chickmagalur – 577 139

Dear Mr. Eshwar,

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 20th August 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. 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

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



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12th August 2022

Mr. Syed Juned,
3-151, Moulana Compound Gundmi,
Sasthana Post, Udupi – 576 226

Dear Mr. Syed Juned,

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 20th August 2022. Please report for duty at our project at Ambattur, 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.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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e properties@bearysgroup.com
w www.bearysgroup.com



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12th August 2022

Mr. Mohammed Afnan,
2 – 131/6, Darul Alphiya,
Polya Road, Bada, Uchila
Udupi - 574 117
Karnataka

Dear Mr. Mohammed Afnan,

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 16th August 2022. Please report for duty at our project NTT DC3X at Bangalore.

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 GROUP

DATA RECORD FORM



Employee Code: **3662**

Employee Name (In Block Letters): **MUHAMMAD ISMAIL A H**

Date of Birth: **15.07.2000** Sex **Male** Marital Status **Unmarried**

Fathers Name / Husbands Name: **ABDUL HAMEED**

Designation **Trainee Engineer** Department **Civil**

Date of Join **15.12.2022**

Blood Group **A+ve**

EPF & ESSE DOB: **21.12.22**

COMMUNICATION ADDRESS

PERMANENT ADDRESS

**Marthahalli, Bangalore
Karnataka**

**Unalimukha house,
Karnoor post, Netthanige
mudnoor village, puttur,
D.K. Karnataka**

☎: **7022775017**

☎: **7022775017 (Self)**

Emergency Contact Number:

9380501620 (Brother)



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BEARYS GROUP

DATA RECORD FORM

Affix your
recent
Passport /
Stamp Size
Photograph

Employee Code:

Employee Name (In Block Letters): P. K. UBaidULLA

Date of Birth: 01.01.1920 Sex MALE Marital Status UN-MARRIED

Fathers Name / Husbands Name: PADAVU KORUNJA MUHAMMAD

Designation TRINEE ENGINEER - CIVIL Department ENGINEERING

Date of Join 26.12.2022

Blood Group

COMMUNICATION ADDRESS	PERMANENT ADDRESS
<u>Sy # 880, Mekaguda Village Nandigama Mandal. Rangareddy Dist. Telangana - 509223</u>	<u>Mubarak Manzil Alakke, Thannirupantha D.K - 574326.</u>
☎:	☎: <u>944 920 9437</u>
Emergency Contact Number:	



PLACEMENT BIT <placements@bitmangalore.edu.in>

Confirmation letter

Mohamed Gani <gani@bearysgroup.com>

Fri, Aug 19, 2022 at 10:44 AM

To: "mohammedshafeer2255@gmail.com" <mohammedshafeer2255@gmail.com>

Cc: HR Bearys Group <hr@bearysgroup.com>, Ranima HR <hrdept@bearysgroup.in>, Ashraf Beary <ashrafbeary@bearysgroup.com>, "placements@bitmangalore.edu.in" <placements@bitmangalore.edu.in>, Facility Bearys Group <facility@bearysgroup.com>

Dear Mr. Mohammed Safer,

Greeting from Bearys Group!

We are glad to inform that you have been selected as **Trainee Engineer** at Bearys Group from the placement drive held at BIT Knowledge Campus on 13.08.2022.

Your joining date is 20th August 2022 and need to report at Bearys Group, Head office Bangalore. Location of work will be informed after induction program.

Contact person – Tanzim - 9901176461

Kindly acknowledge the receipt of this mail.

Thanks & regards,

Mohamed Gani



Bearys Group

✉: Bearys Horizon, 21, Wood Street, Bangalore – 560 025

☎: 080 22273124/22270749 📠: +9180 2227 3424 📞: +91 9880201235

🌐: www.bearysgroup.com



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BEARYS GROUP

DATA RECORD FORM

Affix your recent
Passport /
Stamp Size
Photograph

Employee Code:

Employee Name (In Block Letters): IRFAN HABEEB

Date of Birth: 23-04-19²⁰⁰¹ Sex MALE Marital Status

Fathers Name / Husbands Name: MOHAMMED P.M

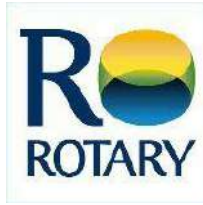
Designation Trainee Engineer - Civil
~~Site ENGINEER~~ Department CIVIL

Date of Join 11/01/2023 Blood Group O+ve

COMMUNICATION ADDRESS	PERMANENT ADDRESS
DARUSSALAM HOUSE, ULIYATHADUKKA, MADHUR (P.O), KASARGOD, KERALA PIN: 671124	← same
☎: 9037834616	☎:
Emergency Contact Number:	9037834616

H4D01-BPDPL

copy
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ROTARY ENGINEERING PTE LTD.
ACCOUNT

NO. 17 TUAS AVENUE 20 SINGAPORE

68660800

bdd@rotaryeng.com.sg

<https://www.rotaryeng.com.sg/>

68660999

27/12/2022

MOHAMMAD ARFEED GUNDYADKA ABDULLA

CIVIL ENGINEER

W4283509

SUBJECT:- CONFIRMATION OF EMPLOYMENT

Dear - Mohammad Arfeed Gundyadka Abdulla,

After through evaluation of your documents of experience and qualification, we are glad to inform you that you have been confirmed in the post of **CIVIL ENGINEER** in ROTARY ENGINEERING COMPANY pte Ltd. at a Salary of **\$2300 SGD** per month.

The contract will be confirmed after your acceptance. Let us know about your decision as per your consultant gave you guideline.

The work permit which is for a period of two years and one year extendable will be working on 6 days of week.

You will be directly reporting to department let you know after your medical clearance test and shall have the following duties and responsibilities.

You will also be given fringe benefits such as Food, Accommodation, Airticket provided by the company and the charges of Health insurance will be paid by Candidate. For more information you have to consult to your consultant. We would like to receive your response within 24 hours.

Best regards,

HR MANAGER

DOUGLAS CHENG

ROTARY ENGINEERING COMPANY

SIGNATURE OF APPLICANT



AMCO

BUILDERS

AN ISO 9001;2015 CERTIFIED COMPANY ENGINEERS,
ARCHITECTS & INTERIORS

+91 9895506884, +91 7847888884
WWW.AMCOGROUP.CO.IN

UNIVERSAL HOSPITAL, MAJIRPALLA



MOHAMMED AZMAL

Father Name : ABDUL HAMEED

Designation : Site Engineer

D.O.B : 3 -11-1997

Mob : 8971333038

Aadhar : 427632827781

Vehicle No. : KA19HF 5642

Add : CHINALA HOUSE, CHARLA POST

VIA MANJESHWAR, KASARAGOD

KERALA, PIN:671323

Manager



21/02/2023

Dear Nafisa Amreen,

I am delighted to inform you that you have been selected for the position of Digital Marketing Intern at BB Leads LLP. We are excited to have you on-board as a part of our team, and we believe that your academic qualifications and eagerness to learn will be valuable assets to our department.

As a Digital Marketing Intern, you will have the opportunity to gain practical, hands-on experience in a dynamic and growing industry. During your internship, you will be responsible for assisting in the development and implementation of digital marketing strategies, executing campaigns, and analysing the results to optimize our efforts. You will be working alongside our experienced Digital Marketing team, who will guide you through every step of the process.

Your internship will begin on February 1st and will last for a period of 2 months. You will be working from our office located at Mangalore.

Welcome aboard!

Sincerely,
Muneez Ahmed
CEO
BB Leads

 +91 9380917170
 info@bbleads.in
 Near Indira Hospital,
Mother Theresa Road, Falnir
Mangalore, Karnataka 575002



OFFER LETTER

Date: 10/4/2022

Dear
Passport No : Mr.Aman Rasheed K.S
: P8582619

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	SBM/FW/PR
3	Basic Salary	1400
4	Overtime	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

Employee Name & Surname

Employee Signature

Expected Joining Date

CAK GROUP

TOTAL DESIGNERS

Er. SHEREEF K.P B-Tech (Civil),D.C.E
OLD R.T OFFICE BUILDING,NEAR TOWN HALL,
T.B ROAD KANHANGAD.mob.+91-9447140627,
E-mail:cakdesigners@gmail.com

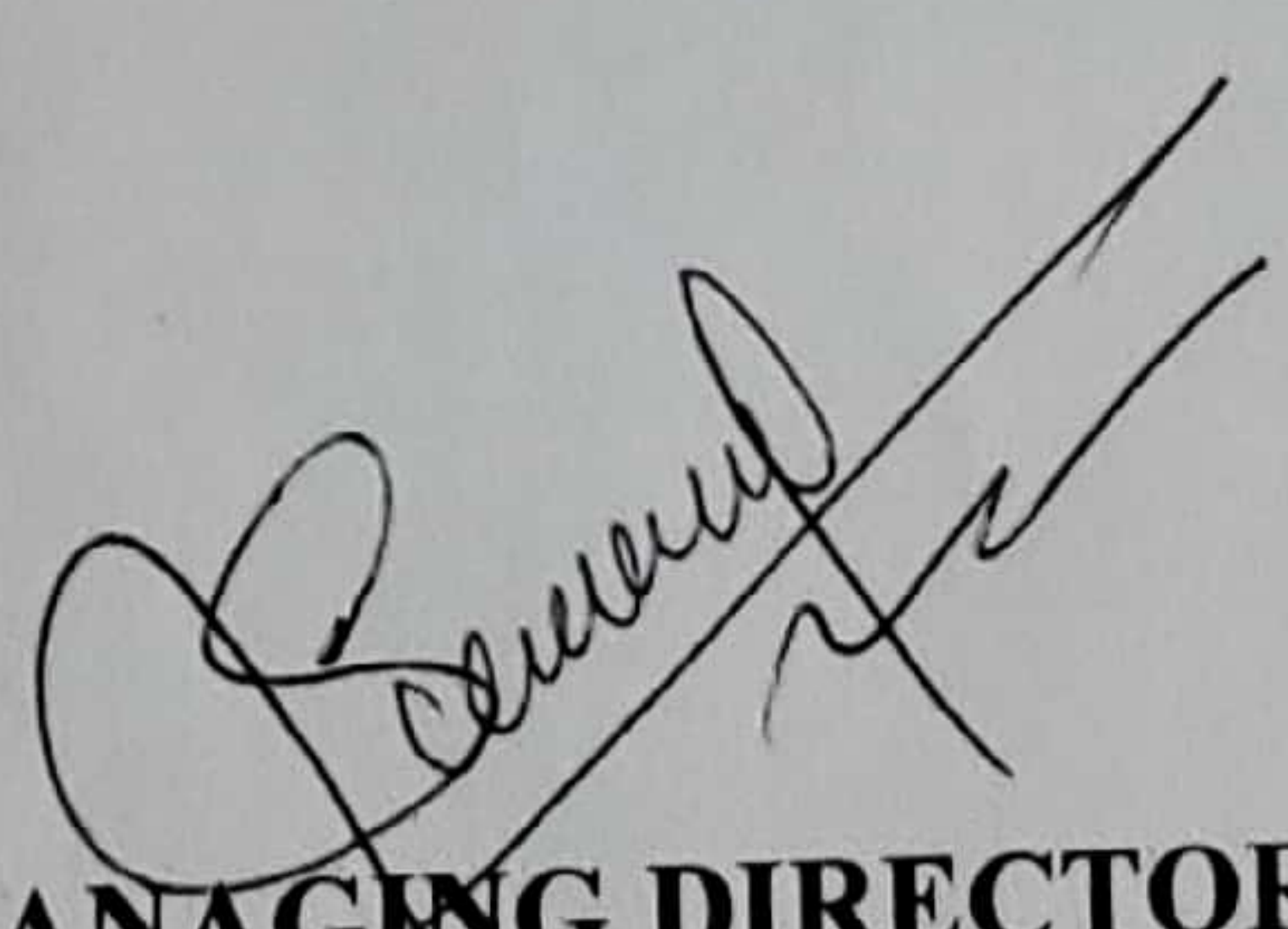
EXPERIENCE CERTIFICATE

This is to certify that **Mr. B S MOOSA**, is currently working with us in ,
CAK GROUP Total Designers, Kanhangad since DECEMBER 2022, with
remuneration of 10,000.

**During the period of his association with my company, he was found to be very hard
working and sincere, his character and contact is found to be good.**

Date : 17-03-2023

Place : KANHANGAD


MANAGING DIRECTOR

CAK GROUP
Er. SHEREEF, K.P
B. Tech (Civil), D.C.E
Reg. No. E 2050/ 08/ 1563/ KKD/133/ EA
CAK GROUP
Total Designers
Nr. Town Hall, T.B. Raod, Kanhangad

Er. Akeel Hasan Alqamath
B.E. (Civil)
Consulting Civil Engineer, Mangalore (Regd.)
Architectural & Structural Consultant

Date:17/03/2023

OFFER LETTER

TO WHOMSOEVER IT MAY CONCERN


Place: MANGALORE

This is to certify that **MOHAMMED SAEED** is working with our organization in our civil department as an Engineer from **01-02-2023**. The company is paying him a monthly salary of Rs. 12,000 and his annual salary will be Rs. 1,44,000. During his entire tenure he found to be sincere and hard working.

We are issuing this letter on the specific request of our employee without accepting any liability on behalf of this letter or part of this letter on our company.

Regards,




Hasan Infratech

SN Concerns
1st Floor, Vijayashree Arcade,
Opp. Paduva High School,
Nanthoor, Mangalore- 575 004

Akeel Hasan Alqamath



S-Chem



نفيذ محمد

Naveed Muhammed

Badge No: **C-4263** توقيع المسؤول: 

Expiry Date: **30/04/2023** تاريخ الإنتهاء:

Date : 03 Jan 2023

Ref. #: HR/SQN/19/16

Attention : Mr. Faazil Abdulla

Subject : **Job Offer (Planner Scheduler)**

Dear Sir,

With reference to your application and the subsequent interviews, we are pleased to offer you the position of **Planner Scheduler** with our organization, you will become part of fast-paced and dedicated team that works together to provide our clients with the highest possible level of services.

As a member of organization, you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Job Title	:	Planner Scheduler
Basic Salary	:	SAR 7000/- Month
Accommodation Allowance	:	SAR 1750/-Month
Transportation Allowance	:	SAR 700/- Month
Working Hours	:	48 hours in a week
Contract Period	:	One year and it is renewable
Probation period	:	Three months from the start date
Vacation	:	21 days after one year
Contract Status	:	Single
Other benefits	:	As per Saudi Labor Law

We are looking forward for the opportunity to work with you in an atmosphere that is successful, mutually challenging and rewarding. If you have any questions, please feel free to reach out at any time.

Truly yours


Khalid Al Saad
HR Manager

Please confirm your acceptance of this offer by signing below and returning this letter by 8th Jan 2023

Mr. Faazil Abdulla

HASSAN KUNHI

PWD CONTRACTOR
POOKAYI, NEKRAJE-671543
KASARAGOD, KERALA

(HASSAN NEKKARA)

MOB: 9645085632, 9447379630
E-MAIL: Nekkaragroup@gmail.com
GSTIN: 32ACDPH3829D2Z4
Regd No. 74A Valid upto.....

Ref:

Date: 10/01/2022

Dear Saifuddeen NH,

Further to the interview you had with us pleased to appoint you as Site Engineer in our organization with effect from 17/01/2022 you will be paid a consolidated salary of Rs20000/month.

Yours faithfully

Hassan Kunhi



Accepted by me

Saifuddeen NH





Kuniya Group of Institutions

Gateway To Your Future

Kuniya, Periya.P.O, Pin: 671320, Telephone: +91467 2234566
Website: www.kuniyacollege.in, Email: info@kuniyacollege.in

KGI/HR/AL/012

25th April 2023

Appointment Order

From

COO

Kuniya Group of Institution

To

Muhammed Ifthisham

Asst. Engineer

Kuniya Group of Institution

Dear sir,

You are hereby informed that you will be the Officer in charge of receiving all materials being send to this campus. This includes furniture, building materials and other necessary items for the campus. You will be responsible to account them and keep them in the safe custody until it is handled over to proper authorities.

With Best Wishes,

Authorised Signatory

23rd November 2022

To,

Ms. Afeefah Fathima.,
D/o. Abdul Hameed
Near SDM Kalyana Mantapa,
Lower Bazar Bantwal,
Bantwal,
Dakshina Kannada – 574219.

Dear Ms. Afeefah,

Sub : Appointment-Probation

We are pleased to appoint you as “**Junior Engineer**” effective from **28th November 2022** subject to the following terms and conditions.

1. SALARY AND PERQUISITES

Your Total Target Compensation Structure (TTCS) per month will be Rs. 25,000/- as per Annexure.

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

2. CODE OF CONDUCT.

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

3. PROBATION AND CONFIRMATION.

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

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

4. HEALTH EXAMINATION

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

5. SERVICE AGREEMENT

As iWave will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve iWave for a minimum period of 1 years after the completion of the probation and training. As a guarantee, you will be required to submit latest original degree / diploma certificates with the company during this service agreement period.

If employee violates/breach of this agreement or policy mentioned in the iWave employee hand book, the Company shall be entitled to recover damages, compensation from the Employee, such amount being quantified at a minimum of Rs.2,00,000/- or at Management discretion.

6. TRANSFER

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

Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services.

7. SEPARATION

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

No certificate will be issued for those leaving iWave before the expiry of the service agreement.

8. RETIREMENT

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

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

9. PAST RECORD

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

10. OTHER TERMS AND CONDITIONS

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

11. VALIDITY OF APPOINTMENT

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

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

Thanking You,

Sincerely yours,

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



Abdullah Khan M.
Director - Engineering

I, _____ agree to accept the employment on the terms and conditions mentioned in this letter and the enclosed annexure and shall join **iWave Systems Technologies Pvt. Ltd.** On _____

Name:

Signature

Date:

ANNEXURE

Break-up of Monthly remuneration

Description	Amount (Rs)
Basic Salary	6250/-
H R A	2500/-
Conveyance Allowances	1600/-
Special Allowances*	12549/-
Employer's contribution to PF	1800/-
Gratuity	301/-
Total Salary	25000/-
*All reimbursements in the nature of medical reimbursements, Leave Travel Allowance, Interest Subsidy, Medical Insurance and any other benefit from the Company not specifically mentioned above will be adjusted against special allowance.	

Annexure-B

Effective Experience	Nil
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June 28, 2022

HRD/3T/1003576320/22-23

Ms. Ashritha L
#2 'Amrutha Nilaya' Sapthagiri College Road,
Hesarghatta Main Road, Chikkasandra
Bangalore-560057
India

Ph: +91-7892757086

Dear Ashritha,

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: 2022.06.28 13:25:25 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

June 28, 2022

HRD/1003576320/22-23

Ms. Ashritha L
#2 'Amrutha Nilaya' Sapthagiri College Road,
Hesarghatta Main Road, Chikkasandra
Bangalore-560057
India

Ph: +91-7892757086

Dear Ashritha,

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:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("**Offer Letter**" hereinafter).

"**Affiliates**" means any entity that controls, is controlled by, or is under common control with the Company.

"**Company**" refers to Infosys Limited.

"**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**" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **05-Sep-2022**.

Location

Your location for employment is **MYSORE, India** .

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 Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / 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 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) 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.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

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

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months 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.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

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 and Annexure - II 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.

Passport & Driving License

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

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 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

Sign your name

Print your full Name

Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.06.28 13:25:25 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

ANNEXURE - I
 (Compensation during the first six months from the Date of Joining)

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

ANNEXURE - II
(Compensation post successful completion of six months)

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

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

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

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

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

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

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

25 October 2022

To,
C H Mahammad Marzook,
India.

Subject: Your appointment as *Junior Applications Developer*

Dear Candidate,

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above position in **KPI SuiteTech** (the “Firm”) subject to the following terms and conditions:

1. POSITION & REPORTING

Your designation will be *Junior Applications Developer*. In this position you will officially be reporting to **Abdul Najeeb Khan, Manager – Applications**. You will have a working relationship with rest of the staff in the firm on various matters.

2. COMMENCEMENT OF EMPLOYMENT

As agreed, between us, you shall join the services of the firm from **2 November 2022**.

3. PROBATIONARY PERIOD

You will be on probation for a period of 90 days, from the date of commencement of your duties. After completion of probationary period, based on your performance evaluation your position will be confirmed in the Firm. There will be no separate intimation for confirmation of employment and this letter will be considered final, unless anything to the contrary is provided to you in writing.

Initial Training will be provided to you during the first three months. Training will cover the topics like UI development, Backend development, Mobile Apps development, Workflows, Business Processes, Reports, Dashboards etc. Learning and enhancing the knowledge and skills required to keep abreast of changes is a continuous process, which requires your continuous attention, time and attitude to learn.

4. DUTIES & RESPONSIBILITIES

KPI is a leading Solution Provider for Oracle NetSuite - #1 Cloud-based ERP solution in the world. You will be responsible for; but not limited to; the following requirements:

1. Developing, implementing and maintaining configurations and customizations of Oracle NetSuite
2. Developing, implementing and maintaining 3rd party software and its integrations to NetSuite.

3. Developing, testing and deploying customized fields, forms, scripts, workflows, custom records and user roles.
4. Supporting business needs for new KPIs, reports, saved searches and dashboards.

5. **ADDITIONAL RESPONSIBILITIES**

The Firm continues to work in a flexible manner, like a start-up organization. Therefore, in addition to the above, there will be additional activities which are broad and entrepreneurial, which would require your attention or assistance. You are expected to extend your expertise, service and assistance on all such occasions.

6. **PLACE OF POSTING**

Your initial place of posting will be in **Mangalore, India**. You may however be required to work at any other place of business which the Firm has or may later acquire.

7. **HOURS OF WORK**

The normal working days are Monday through Friday, and on alternative Saturdays. The normal working hours are from **9 AM to 6 PM**. You will be required to work for such hours as necessary for the proper discharge of your duties to the Firm. The Firm being in the service industry servicing overseas customers and projects, if necessary, additional efforts may be required depending on tasks assigned to you.

8. **NOTICE PERIOD; TERMINATION**

- a. After confirmation of services, either party can terminate your employment by giving three months' notice to the other party, which comprises a non-negotiable mandatory working period of 2 month with the remainder of the notice period negotiable on both sides (to agree the release date & salary payment in lieu of notice, if any).
- b. The Firm reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe that you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss or damage to the Firm.
- c. On the termination of your employment for whatever reason, you will return to the Firm all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and
- d. Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

9. **COMPENSATION STRUCTURE**

- a. Your annual compensation including benefits by the Firm is Rs. 2,40,000/- (Two Lakh Forty Thousand Rupees only). A typical breakup is provided below.

- b. Your compensation will be subject to income tax as per the provisions of Income Tax Act, 1961.

Remuneration: 20,000 INR per month

Breakup of the annual compensation is as follows:

PARTICULARS	AMOUNT (INR)
Basic Salary	96,000.00
Housing Allowance	72,000.00
Medical Allowance	36,000.00
Other Allowances	36,000.00
Total	2,40,000.00

10. TERMS & CONDITIONS

a. **Minimum commitment**

By virtue of the Firm being fresh and lean, you would understand that every member of the team has significant contributions to make in the growth of the Firm. You would also appreciate the fact that the initial few months post joining would be spent more in understanding the Firm, Market Context and Potential, Competition and other factors that would influence the growth of the Firm. It is only after this period that one can make any significant contribution to the Firm. It is therefore required that every member of the team commit themselves to a certain minimum period in the Firm for it to utilize such person's skills to a reasonable level.

By signing this letter, you agree to work with KPI for a minimum period of 2 years from the date of joining.

b. **Confidentiality:**

As an employee of the Firm, you will have access to confidential information relating to the Firm, its clients, prospective clients and associates depending on the nature and requirements of the assignments you handle. Such confidential information may include methods, processes, formulae, systems, inventions, techniques, financial information, pricing, trade secrets and other reasonable matters that may be considered as Confidential Information under the general sense of the term. You may also come across privileged information which may not be subject to disclosure.

By signing this letter, you agree not to disclose such Confidential Information to any third party (natural person, company, association of persons, body of persons or any other entity) or any past or prospective employer or any competitor of the Firm.

We wish to impress upon you that we do not want you to, and we have directed you not to, bring with you any confidential or proprietary information belonging to any previous employer or violate any other obligations you may have with any former employer.

c. **Non- Compete**

You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this Agreement. If you were previously employed with another Organization, you represent and warrant you us that you have returned all property and confidential information belonging to any prior employer and do not have any outstanding issues/ unfulfilled employment obligation pending with your previous having legal ramifications/ consequences for you or for us.

During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation, or other commercial activity, whether as a principal, agent, contractor or otherwise, whether full-time or part-time.

In recognition of the transfer of Confidential Information or Intellectual Property to the Firm, you hereby agree not to directly or indirectly compete with the business of the Firm and its successors and assigns during the term of the Agreement and for a period of two years following the expiration or termination of this Agreement and notwithstanding the cause or reason for termination.

By signing this letter, you agree that there are no conflicts of interests that you face by accepting the position in this Firm. Any conflicts of interests you may potentially face will be promptly disclosed in writing to the Partners.

d. **Intellectual Property Assignment**

By signing this letter, you agree that you currently hold no IPR that belongs to you which belong to the realm of the Firm's activities.

During the "course of your employment" (from the date of joining till the date of termination of the contract of employment), you may solely or jointly conceive or develop, or cause to conceive or develop, inventions, original works of authorship, concepts, know-how, improvements, trademarks, domain names, trade secrets, patentable or otherwise ("generated IPR").

By signing this contract, you assign and agree to assign, to the Firm or its designee, all your right, title and interest throughout the world on such generated IPR. You also agree to document and maintain in adequate detail, written records of all Intellectual Property that you solely or jointly, conceive or develop, or cause to conceive or develop.

e. **Facility usage policy**

Access to all facilities provided the Firm, including Laptops, Desktops, and other computer

systems, emails, telephone and telecommunication equipment or facilities, office facilities, stationery and workspaces should be used for the benefit of the Firm. The Firm retains the right to inspect workspaces, equipment and facilities provided at any time, without any notice.

f. Non-solicitation

By signing this contract, you agree that for a period of 3 years after your cessation of employment with the Firm, you shall not:

- Directly or indirectly solicit or attempt to solicit any similar business from any of the Firm's customers, prospective customers, vendors or other associates of the Firm whether or not you would have had material contact with them during your employment with the Firm.
- Directly or indirectly, on your behalf or on behalf of any person or entity, attempt to recruit, solicit or induce any staff of the Firm.
- Directly or indirectly try to obtain or attempt to obtain employment offer from any of the firm's customers, prospective customers, vendors or other associates of the firm.

g. Governing Law/Jurisdiction

This Agreement, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian laws.

h. Understanding

By signing this contract, you agree that you have read and understood the terms and conditions in their entirety.

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

Welcome to be a part of team **KPI**.

Aman Kumar Jha
Assistant HR Manager
Date: 25 October 2022

I hereby accept the position and terms and conditions of employment offered.



C H Mahammad Marzook
Date: 28 October 2022

April 14, 2022

Training & Offer Letter

Dear Soniya,

Congratulations!

We are pleased to inform you that you have cleared our selection process. We'd like to offer you a training and subsequent job at Nagarro. You will begin your career as a **Trainee** and upon successful completion of your training, you will be promoted to be an **Associate Engineer**.

Training is an essential part of any fresher's onboarding process as it provides opportunities to work on latest technologies and exciting projects. We believe that the best way to learn is by working on real-world applications as compared to dummy projects.

We expect you to join us on **May 2, 2022**. As a **Trainee**, you will receive a stipend of **Rs 10,000/- per month** during your training period from May 2022 to August 2022.

After the completion of your training, you will be promoted to be an **Associate Engineer** at a package of **Rs 4.5 lakhs per annum***.

Nagarro's journey is going to get more exciting in the coming years and we wish you to be a part of the upcoming adventures. For that, we have decided to offer **Rs 150,000** as bonus to you if you complete two years with us and **Rs 300,000** if you complete three years with us. **This bonus will be indicated as a 'Retention bonus' paid out from Temenos practice. Also, any project change request or disengagement in between will not be eligible for payouts.**

Please note that the bonus time will be calculated from your date of confirmation. You will be eligible for **Rs 150,000 after August 2, 2024** and for **RS 300,000 after August 2, 2025**.

In case of any queries, please write to us at [**campushiring@nagarro.com**](mailto:campushiring@nagarro.com)

To complete your joining formalities, please carry the following documents on your joining day.

- Marksheets and certificates of Class X, Class XII, Graduation, and Post-Graduation (if applicable)
- Copy of Aadhaar Card, PAN Card, Driving License, and Passport (if applicable)
- Five passport-size photographs

We welcome you to a passionate and fun-filled pursuit of excellence at Nagarro!



Swati Yadav
Director

*The offer placed to you will be valid only if you attend the training period with Nagarro. In case you do not attend, the offer shall be withdrawn.



1-April-2022

To,
Mohammed Arshad Raza
S/O Mohammed Iqbal
Near Santhe Maidana, Aldur
Chikmagalur, Karnataka-577111

Subject: Internship Offer

Dear Arshad,

We would like to congratulate you on being selected for the internship with our organization. Your internship is scheduled for a minimum period of 2 months. Your internship is scheduled to begin from April 1, 2022.

During the internship, you would be assigned tasks that will improve your understandings of the concepts you learned in college also based on your personal and professional skill set and therefore you would be expected to put your best efforts in executing the assignments given to you.

Please note during your tenure with us you would be expected to follow the company's standard code of conduct, non-disclosure agreements and other standard policies, procedures applicable to you.

Congratulations and we look forward to having you intern with us

For CodeCraft Technologies Pvt Ltd,

DocuSigned by:

DD804FD45ABE487...
Mithun Nair

Lead, Operations

May 24, 2021

Dear Abdul,

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 on **August 01, 2022** 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 3,60,000/- (Rupees Three Lakhs Sixty Thousand Only)**.

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 10th and 12th along one photocopy of each.
3. ID Proof (Preferably PAN Card Scanned Copy)
4. Address Proof (Preferably Aadhar Card Scanned Copy)
5. Recent passport sized photograph with white background (Softcopy).
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.

COMPENSATION STRUCTURE (All Figures in INR)		
Components	Monthly	Annual
Basic	15000	180000
House Rent Allowance	6000	72000
Infrastructure Allowance	1000	12000
Special Allowance	4951	59406
Bonus component	1250	14994
Total Gross Salary	28200	338400
Standard Deduction - Employee's Contribution		
Provident Fund (PF)	1800	21600
Professional Tax(PT)	200	2400
Health Insurance		
ESI		
Total deductions	2000	24000
Net Salary (Before Tax)	26200	314400
Pace Wisdom Contribution Towards:		
Provident Fund (PF)	1800	21600
ESIC	0	0
Gratuity as per Act	0	0
Cost to Company (CTC)	30000	360000

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC048369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: September 17, 2022

Dear Mahammad Musthak,
Ladi house,Padangady post & Village,Belthangady Tq
Ladi house,Padangady post & Village,Belthangady Tq, Mangalore,
Karnataka, India, 574217

Dear **Mahammad Musthak,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. (herein referred as “HCL” or “Company”)**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **September 21, 2022** at 9:00 A.M at the following address **BengaluruSEZ-T4-U5-4F,5F,6F,7F,8F**.Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **425000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

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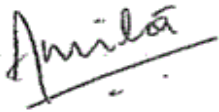
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd.



Amrita Das
Senior Vice President
Head-Global Rewards

ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At **HCL Technologies Ltd.**, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at **Bangalore**

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	
<ol style="list-style-type: none"> Highest Qualification- Admit card, college and university official's (Registrar and Director) detail Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address. 	
Things to Remember	
<ol style="list-style-type: none"> The information provided in Resume and background verification form must be same. Information provided in background verification form must be accurate. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). Any Gap in Employment or Education must be informed explicitly to the recruiter. 	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

List of Documents required for joining / induction day (Hard Copies)		
S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✚ Basic Salary
- ✚ Monthly Allowances
- ✚ Variable Pay
- ✚ Retirals & Insurances Benefit

✚ **Disclaimer:**
✚ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: Ladi house,Padangady post & Village,Belthangady Tq
Ladi house,Padangady post & Village,Belthangady Tq, Mangalore,
Karnataka, India, 574217
Email ID: musthakmutta19@gmail.com
Telephone Number: 7899336313**

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the

Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. General Provisions Regarding Covenants

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. Protection of Systems & Environment: I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

8. Remedies: By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. Representations: I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

Mahammad Musthak

September 17, 2022

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC048369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: September 7, 2022

**Dear Mahammad Minaz,
2-19/1 Adkare Belma ,Belma Village
Deralakatte Post, Mangalore, Mangalore,
Karnataka, India, 575018**

Dear **Mahammad Minaz,**

Congratulations! With reference to the interviews conducted by **HCL TECHNOLOGIES (herein referred as “HCL” or “Company”)**, we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **September 12, 2022** at 9:00 A.M at the following address **BengaluruSEZ-T1-U1-G,1,2(ex 3),3(ex 1B)**.Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **425000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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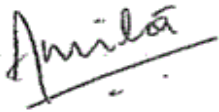
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL TECHNOLOGIES



Amrita Das
Senior Vice President
Head-Global Rewards

ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At **HCL TECHNOLOGIES**, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at **Bangalore**

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	
<ol style="list-style-type: none"> Highest Qualification- Admit card, college and university official's (Registrar and Director) detail Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address. 	
Things to Remember	
<ol style="list-style-type: none"> The information provided in Resume and background verification form must be same. Information provided in background verification form must be accurate. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). Any Gap in Employment or Education must be informed explicitly to the recruiter. 	
Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.	

List of Documents required for joining / induction day (Hard Copies)		
S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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www.hcl.com



11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

-  Basic Salary
-  Monthly Allowances
-  Variable Pay
-  Retirals & Insurances Benefit

 **Disclaimer:**
 *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

The scope of “Variable Pay” in your compensation structure will be governed based on your “employee group” in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company’s Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year’s Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under ‘Insurance and Medical Benefits’ in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer ‘Medical Insurance policy’ for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees’ State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL’s medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: 2-19/1 Adkare Belma ,Belma Village
Deralakatte Post, Mangalore, Mangalore,
Karnataka, India, 575018
Email ID: minazmahd@gmail.com
Telephone Number: 8722379658**

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the

Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. General Provisions Regarding Covenants

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. Protection of Systems & Environment: I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

8. Remedies: By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. Representations: I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

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10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

Mahammad Minaz

September 7, 2022



Offer: Computer Consultancy

Ref: TCSL/DT20218220177/Bangalore

Date: 26/11/2021

Ms. Afreen Afreen

Balika Ashrama Road, Rohan Corporation, Peter Cote Apartment Flat No-G03, Kankanady MangaloreBal

Kankanady,

Mangalore-575002,

Karnataka.

Tel# 91-9986575055

Dear Afreen Afreen,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential

TCSL/DT20218220177

TATA CONSULTANCY SERVICES

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

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

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



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

*Passport

*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

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

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Afreen Afreen
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Date: **24 November 2021**

Athifa Abdullah Manjanoor,
Mangalore

Date of Joining: **01 August 2022**

Subject: Offer Letter and Terms of Employment

Dear **Athifa,**

Congratulations! We are delighted to offer you a position of **“Software Engineer”** with **Novigo Solutions Private Limited**. You will be eligible for Stipend of **Rs 10,000/-** per month for the first 3 months post which your total compensation cost will be **Rs. 3,85,212** per annum as per structure defined in Annexure A.

Kindly confirm your acceptance of this offer by email, proposing your tentative date of joining. If not accepted within 7 days, this offer is liable to lapse at the discretion of **Novigo**. On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by **Novigo**.

- 1. Unauthorized absence from work:** Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval, will be treated as absconding from duty, and in the event that you do not report for work within ten days from the date of absence, it will be treated as “voluntary abandonment of service” and shall be deemed that you are no longer interested in the employment and have resigned from the services of the company of your own accord. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the company, as specified.
- 2. Location:** Your initial posting will be in Mangalore. However, your services are transferable anywhere in India as also anywhere abroad, where the affiliates of the Company do business. In case your services are transferred to any of our group Companies, you are required to abide by the rules and regulations pertaining to that company. You will carry out your duties as per the instructions of your superiors from time to time.
- 3. Compensation:** Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills, specific background and professional merit. This information should be treated as personal and confidential and should not be shared with anyone.
- 4. Probation Period:** You will be on probation for three months from the start date of your employment and your confirmation will be communicated to you in writing after the probation period. During this period, either party may terminate the employment by providing 30 calendar days prior notice to the other party. 01 November 2022 will be considered as Start Date of employment for this purpose. (After completion of Stipend Period).

5. **Notice Period:** After the three months' probation, the prior notice period required by either party for future termination will be 90 calendar 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 Novigo Solutions "at will" and not for any specific term.
 - In the event an employee requests for adjustment of his/her un-availed casual leave against the stipulated notice period then the company may in its discretion agree to do so.
 - Novigo Solutions reserves the right, at its sole discretion, to terminate your employment without providing the required period of notice, by paying 3 month's Basic salary in lieu of notice.
 - In the event an employee's performance is not satisfactory and does not meet company's expectation, the company reserves the right to terminate the employment by providing 90 calendar days' notice.
 - In the event you do not provide the required period of notice, before voluntarily terminating your employment, Novigo Solutions reserves its right to forfeit your salary as per the requisite notice period duration. In addition, Novigo Solutions 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 agreed notice period, Novigo Solutions 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 failure to return to work after vacation, absconding from work, taking actions injurious to Novigo Solutions business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), Novigo Solutions may terminate your employment during probation or after, 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.
6. **Service Bond:** You will have to sign a service bond of **Rs 1,00,000/-** which is for a period of 1 year from date of joining (DOJ - 01 November 2022 - After completion of Stipend Period).
7. **Working Hours:** Office working hours will be 9.00 AM to 6.00 PM and 5 working days in a week except Novigo mentioned holidays (Including National holidays and Regional holidays). Client location work timings and holidays will be applicable in case of travel.
8. **Code of Conduct:** It is imperative for you to go through and fully comprehend Novigo Solutions Code of Conduct and abide by it. This shall require you to read the Code of Conduct and signify your acceptance in writing.

9. **Background Check:** This clause is applicable 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 automatically cancelled and your services will be terminated. If required, Novigo Solutions may also conduct client specific background checks regarding you after the commencement of your employment, in the event that a Novigo Solutions client requires background checks to be conducted as an eligibility condition for working on projects if you 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, Novigo Solutions reserves the right to withdraw your staffing on such project, or to take disciplinary action against you as appropriate.

This letter supersedes all other communication or commitments, if any, made during the selection process.

To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below.

We look forward to having you in our team.

Yours Sincerely,
For **Novigo Solutions**



SHIHAB KALANDAR - Director - Human Resource

Date: 24 November 2021

Place: Mangalore

I have read the terms and conditions of employment and also the contents of the employment agreement and in token of my acceptance I duly acknowledge the receipt of the letter of employment. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

(Signature of the employee)

Date:

Place:

Annexure A: Salary breakup Monthly, Annually and other benefits.

Novigo Solutions Private Limited Empire Building, 4 th Floor, MG Road, Mangalore-575003		
SALARY DETAILS		
NAME	Athifa Abdullah Manjanoor	
DESIGNATION	Software Engineer	
	Monthly Salary	Annual Salary
PARTICULARS	AMOUNT (INR)	
BASIC	6,250	75,000
DA	6,250	75,000
HRA	5,000	60,000
STATUTORY BONUS	1,042	12,504
CHILDREN EDUCATION ALLOWANCE	200	2,400
HOSTEL EXPENDITURE ALLOWANCE	600	7,200
LEAVE TRAVEL ALLOWANCE	521	6,252
MOBILE/INTERNET ALLOWANCE	500	6,000
SPECIAL ALLOWANCE	3,137	37,644
MONTHLY GROSS (MG)	23,500	2,82,000
RETIREMENT BENEFITS		
Company Contribution to PF	1,500	18,000
FIXED GROSS = MG + RETIRALS	25,000	3,00,000
Annual Variable	3,333	39,996
Joining Bonus	1,667	20,004
Gratuity	601	7,212
Mediclin Insurance	1,500	18,000
TOTAL COST TO COMPANY	32,101	3,85,212

- Annual Variable will be paid at the end of 1-year completion from the date of joining and is linked to the individual performance and company performance for the financial year.
- Joining bonus will be paid at the end of 6 months completion from the date of joining.
- For Payment of Annual Variable & Joining Bonus, 01 November 2022 will be considered as Date of Joining (After completion of Stipend Period).
- Gratuity - Eligibility for payment of Gratuity is a minimum of 5 years of continuous service in the company.

Benefits / Flexible Reimbursements

You will be covered under the medical insurance coverage policy for expenses related to hospitalization due to illness, disease or injury for self & 3 (three) dependents which can be Spouse, 2 dependent children up to 25 years or 2 dependent employee parents up to 80 years as per coverage mentioned below. Maximum dependents can be 3 members and any addition of dependents (as mentioned above), the nominal cost need to be borne by the employee. Other Insurance benefits are mentioned below.

Medical Insurance Cover of INR 3,00,000/- (Rupees Three Lakh Only)

Accidental Life Insurance Cover of INR 10,00,000/- (Rupees Ten Lakh Only)

Gratuity Life Insurance Cover of INR 2,00,000/- (Rupees Two Lakh Only)



PLACEMENT BIT <placements@bitmangalore.edu.in>

Placement Drive From Evobi Automations Pvt Ltd

1 message

recruitment <recruitment@bibox.in>
To: placements <placements@bitmangalore.edu.in>
Cc: hr bibox bibox <hr@bibox.in>

Fri, Dec 31, 2021 at 3:57 PM

Dear Sir/Ma'am,

Greetings from Evobi Automations Private Ltd!
Kindly find the name of the student selected along with their position.

Please consult with the candidate & let us know if all are interested.

The employment will be starting from August as confirmed from your end. Also please note that if the candidates do not perform well during the initial 3 months of Probation Period in such case the company will have to let go of the candidate.

Salary during the period of probation will be 15k (inclusive of variable pay of 5k payed after the completion of 3 months of probation) with less statutory deduction.

Atheeka Bi Safa	Bearys Institute of Technology, Mangalore	CRM
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We look forward to having them on our team! If you have any questions, please feel free to mail me.

Thanks & Regards,

Rakhi Murali
HRD| 9880859202
Evobi Automations Private Limited
No: 29, Beretena Agrahara, Next to Play Factory
Hosur Main Road, Electronic City Post
Bangalore - 560 100.
www.biboxlabs.com



APPOINTMENT LETTER

January 28, 2022

Dear Muaaz Ansari,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12** months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on

the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Muaaz Ansari, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Muaaz Ansari

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167

Total Cost to Company per annum**3,50,004**

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax

exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept

Decline

Signature **Muaaz Ansari** 28/1/2022 11:17 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

Valuebound Consulting Services LLP
No. 815, 2nd Floor, 27th Main, Sector 1, HSR Layout, Bangalore – 560 102
T: +91 80 4111 5588
<http://www.valuebound.com>

April 26, 2022

Mohammed Hasheer

GT road, Nandavara, Panemangalore ,
Bantval tq, Mangalore - 574231

Sub: Offer Letter

Dear Mohammed Hasheer,

With reference to your application and the subsequent interview/s that you had with us, we hereby place on record the terms on which you have been appointed as **“Software Development Engineer I”** with Valuebound, India. Your training is scheduled to start effective from **4-May-2022** for a period of 3 months. All of us at Valuebound are excited that you will be joining our team!

Following are the terms and conditions associated with the offer:

1. You will be paid a training allowance of Rs.15,000/- per month during the training period. All taxes on your income shall be payable by you.
2. Your training period is three months. If you are not confirmed in writing by us on or before the expiry of the original period of training mentioned above, your offer of employment shall be deemed as terminated.
3. You will not be eligible for the benefits, which are enjoyed by the permanent employees of the company during your training period.
4. During the period of your training in the company you shall not secure or try to secure any other job without the previous consent of the company in writing.
5. (a) Confirmation of employment is subject to successful completion of the training and submission of marksheets, convocation certificate /provisional certificate and all other academic documents as proof of course completion.

(b) On successful completion of training, if you are confirmed in our service in writing, you will be entitled to a compensation of Rs 5,50,000/- per annum in the position of **“Software Development Engineer I”**. Along with all the benefits prevailing in the company for permanent employees.

(c) Your total compensation package also includes an amount of Rs 1,00,000/- as Retention Bonus which will be paid in two installments of Rs 50,000/- each on successful completion of each year of service for the next two years.
6. Your individual compensation is strictly between yourself and the Company. This information and any change made therein should be treated as personal and confidential.

7. Your employment is contingent upon satisfactory verification of all documentary evidence, and certificates in original or your age and qualification as stated by you in the employment application form.
8. During the course of your internship and subsequent employment, to enable you to discharge your duties efficiently, the Company will invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company within one year from your date of confirmation, Company has the right to recover Rs.100000/- as expenses expended on your training including and not limited to associated expenses thereof.
9. Further, you shall get a detailed appointment letter after completion of your training period which shall include all terms and conditions of your employment with a detailed salary break up.
10. You are required to join our organization from **4-May-2022**, failing which this offer stands withdrawn.

Again, congratulations and we look forward to working with you. Kindly confirm your acceptance of the above conditions by signing and returning the copy of this letter within 24 hrs.



Shankar Balasubramian
HR Manager

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

Signature: 
Name: **Mohammed Hasheer**
Date: **27/04/2022**

OFFER LETTER

Dated: 24/01/2023

Dear, *Priya R Nayak*

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

Training in our incubation centre starts on

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

NOTE:

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

RULES:

Following rules to be followed for placement activities:

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

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

Thank & Regards

QSpiders Campus Connect Team.

 95136 84738 / 76191 63087

 info@campus.qspiders.com

 01, Hayavadana Rao Rd, Basappa Layout, Gavipuram Extention, Kempegowda Nagar, Bengaluru, Karnataka 560019

June 28, 2022

HRD/3T/1003132283/22-23

Mr. Muhammed Akif K C
Hafsa Manzil, Pandrandil,
Mavilakadapuram, Padne, Kasaragod,
Cheruvathur-671312
India

Ph: +91-8722101173

Dear Muhammed Akif,

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: 2022.06.28 13:19:02 IST
Reason: Digitally Signed
Location: Bangalore

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

June 28, 2022

HRD/1003132283/22-23

Mr. Muhammed Akif K C
Hafsa Manzil, Pandrandil,
Mavilakadapuram, Padne, Kasaragod,
Cheruvathur-671312
India

Ph: +91-8722101173

Dear Muhammed Akif,

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:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("**Offer Letter**" hereinafter).

"**Affiliates**" means any entity that controls, is controlled by, or is under common control with the Company.

"**Company**" refers to Infosys Limited.

"**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**" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **05-Sep-2022**.

Location

Your location for employment is **MYSORE, India** .

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 Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / 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 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) 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.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

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

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months 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.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

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 and Annexure - II 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.

Passport & Driving License

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

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 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

Sign your name

Print your full Name

Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.06.28 13:19:02 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

ANNEXURE - I
(Compensation during the first six months from the Date of Joining)

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

ANNEXURE - II
(Compensation post successful completion of six months)

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

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

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

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

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

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

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



PLACEMENT BIT <placements@bitmangalore.edu.in>

Reg: Final Interview | Campus Drive 2022 | Focus Edumatics Private Limited

Suhana A <suhana.a@focusedumatics.com>
To: PLACEMENT BIT <placements@bitmangalore.edu.in>

Mon, Jun 27, 2022 at 3:00 PM

Hi Ma'am

Here are the list of selected candidates from your institution.

Regards
Suhana H
HR Assistant
Human Resource and Recruitment
Focus Edumatics Private Limited
www.focusedumatics.com

From: "PLACEMENT BIT" <placements@bitmangalore.edu.in>
To: "Suhana A" <suhana.a@focusedumatics.com>
Sent: Tuesday, June 21, 2022 3:38:27 PM
Subject: Re: Reg: Final Interview | Campus Drive 2022 | Focus Edumatics Private Limited

[Quoted text hidden]

 **BIT Mangalore Selects.xlsx**
6K

Sl. No.	Name of the Candidate	Contact number	alternate contact	E-mail ID	
1	Zainaba Sifana K	7619636005	7619636005	shifanazainaba@	BE Computer sci
2	Saheer anas	7624968776		saheeranas20@	BE
3	C G MAHAMMA	8073148016	9902555824	majjumarzook6@	B.E
4	Jooriyath	9880496440		jooriyathhanna@	2022
5	Thabsheera Sha	9108919551	8197766202	tshamsha10@gn	BE(CSE)
6	Thashreefa AK	8296152330		thashri013@gma	BE
7	FIZA FATHIMA	8762922078	8762922078	fathimafiza87@g	Computer scienc
8	Mahammad Mina	8722379658	9611132699	minazmahd@gm	CSE
9	Khathija suhaiba	9880152841		khathijasuhaiba@	B.E(CSE)
10	Khathija Ishrath	7349109717	7349109717	khathijaishrath@	BE(Elections and
11	K Mufarunnisa	6366089780		Mufarr2001@gm	B.E computer sci
12	Tuba Nageen Na	7760666767		tubanakhuda@g	M.Tech - C.S.E (

College Name	Location(District)
Bearys institute	Mangalore DK
Bearys Institute	Mangalore
Bearya Institute	Dakshina kannara
BIT Mangalore	Dakshina kannara
Bearys institute	Dakshina kannara
Beary's Institute	Dhakshina kannara
Bearys institute	Dk
Bearys Institute	Dakshina Kannara
Bearys institution	Dakshina Kannara
Bearys institute	Dakshina Kannara
Bearys institute	Mangalore, daks
Bearys Institute	Gangolli, Kundapur

July 30, 2022

Ms fiza

fathimafiza87@gmail.com

Candidate Id: CN20221040

Dear fiza,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms fiza	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life Cover(Rs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



PLACEMENT BIT <placements@bitmangalore.edu.in>

Reg: Final Interview | Campus Drive 2022 | Focus Edumatics Private Limited

Suhana A <suhana.a@focusedumatics.com>
To: PLACEMENT BIT <placements@bitmangalore.edu.in>

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HR Assistant
Human Resource and Recruitment
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www.focusedumatics.com

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4	Jooriyath	9880496440		jooriyathhanna@	2022
5	Thabsheera Sha	9108919551	8197766202	tshamsha10@gn	BE(CSE)
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7	FIZA FATHIMA	8762922078	8762922078	fathimafiza87@g	Computer scienc
8	Mahammad Mina	8722379658	9611132699	minazmahd@gm	CSE
9	Khathija suhaiba	9880152841		khathijasuhaiba@	B.E(CSE)
10	Khathija Ishrath	7349109717	7349109717	khathijaishrath@	BE(Elections and
11	K Mufarunnisa	6366089780		Mufarr2001@gm	B.E computer sci
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College Name	Location(District)
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Bearys Institute c	Mangalore
Bearya Institute c	Dakshina kannad
BIT Mangalore	Dakshina kannad
Bearys institute c	Dakshina kannad
Beary's Institute c	Dhakshina kannad
Bearys institute c	Dk
Bearys Institute c	Dakshina Kannad
Bearys institution	Dakshina Kannad
Bearys institute c	Dakshina Kannad
Bearys institute c	Mangalore, daks
Bearys Institute c	Gangolli, Kundap

EMPLOYMENT OFFER LETTER


Date : 22nd Aug 2022

Ms : K Mufarunnisa

Greetings from Cogent!

Subsequent to our discussions, we are delighted to offer you the position of **CSA** with Cogent E Services Limited. We are excited about the talent you will bring to Cogent and look forward to having you as a part of the team.

We would like you to join your duties with reference to the below details.

	Interview ID	INT082022352124
	Candidate Name	K Mufarunnisa
	Date of Interview	2022-08-22 09:59:47
	Interviewed By	Sahana
	Offered Salary (Monthly)	16000
	Date of Joining	23 rd Aug 2022
	Stipend	INR 4000 For 25 Days, w.e.f Date Of Joining, This will be payable only on successful completion of training and certification

Your **Annual Cost to Company (CTC)** post successful completion of the training & certification will be **Rs 192,000 CTC annually**.

As a part of Cogent e-joining process, you will be required to share scanned copy of a list of documents on Company online joining portal. The link for uploading the documents shall be received on your registered e-mail id / contact number.

You are expected to complete your e-documentation formalities before you join 23rd Aug 2022. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 if anyone asks for favor against the job placement.



Cogent also conducts a background verification for all employees. In case of any falsification or misrepresentation at the time of interview/ data submission, Company reserves all rights to terminate the employment without any notice.

You are requested to kindly go through the offer letter carefully and join us within 3 working days of the offered 23rd Aug 2022. By any means if you fail to join on in the given time, this letter will be automatically considered as null and void.

If you have any query, please contact us on **9891886100**.

We congratulate you and wish you a long and successful career with Cogent. We are confident that your contribution will take us further in our journey towards becoming industry leaders.

We assure you of our support for your professional development and growth.

Yours truly,
For Cogent E Services Limited

A handwritten signature in blue ink that reads "Seegang".

Authorized Signatory

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com

EMPLOYMENT OFFER LETTER


Date : 3rd Aug 2022

Ms : Aksana

Greetings from Cogent!

Subsequent to our discussions, we are delighted to offer you the position of **CSA** with Cogent E Services Limited. We are excited about the talent you will bring to Cogent and look forward to having you as a part of the team.

We would like you to join your duties with reference to the below details.

	Interview ID	INT082022348539
	Candidate Name	Aksana
	Date of Interview	2022-08-03 09:23:21
	Interviewed By	Sahana
	Offered Salary (Monthly)	16000
	Date of Joining	4 th Aug 2022
	Stipend	INR 4000 For 25 Days, w.e.f Date Of Joining, This will be payable only on successful completion of training and certification

Your **Annual Cost to Company (CTC)** post successful completion of the training & certification will be **Rs 192,000 CTC annually**.

As a part of Cogent e-joining process, you will be required to share scanned copy of a list of documents on Company online joining portal. The link for uploading the documents shall be received on your registered e-mail id / contact number.

You are expected to complete your e-documentation formalities before you join 4th Aug 2022. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 if anyone asks for favor against the job placement.



Cogent also conducts a background verification for all employees. In case of any falsification or misrepresentation at the time of interview/ data submission, Company reserves all rights to terminate the employment without any notice.

You are requested to kindly go through the offer letter carefully and join us within 3 working days of the offered 4th Aug 2022. By any means if you fail to join on in the given time, this letter will be automatically considered as null and void.

If you have any query, please contact us on **9891886100**.

We congratulate you and wish you a long and successful career with Cogent. We are confident that your contribution will take us further in our journey towards becoming industry leaders.

We assure you of our support for your professional development and growth.

Yours truly,
For Cogent E Services Limited

A handwritten signature in blue ink, appearing to read "Seegang".

Authorized Signatory

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com

Appointment Letter

Date: 14.09.2022

Minhaj Abbas,
Pervathadukam house,
Shibili nagar Kodiamma post,
Kumbala Kasargod Kerala- 671321

Dear Minhaj Abbas,

We are pleased to offer you, the position of **Organisational Development** with **Indian Edu Hub** on the following terms and conditions:

1. Commencement of employment

Your employment in the new role will be effective, as of 13th September 2022.

2. Job title

Your job title will be Organisational Development.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto.

4. Place of posting

You will be posted at Bangalore, Karnataka. You may however be required to work at any place of business which the Company has.

5. Probation Period

You will be in probation for 3-6 months from the date of joining the employment of Indian Edu hub.

6. Hours of Work

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 9:30AM to 6:30PM and if necessary, for additional hours depending on your responsibilities.

Applicant Signature

Morning Tea Break will be from 11:20AM to 11:30AM, Lunch Break will be from 1:00PM to 1:45PM & Evening Tea Break will be from 4:50PM to 5:00PM.

7. Leave/Holidays

- Sundays are fixed off.
- You are entitled for 1 paid sick/casual leave in a month after the probation period.
- The Company shall notify a list of declared holidays at the beginning of each year.
- You are responsible to inform the leave, a day before. Two days of Loss of Pay will be deducted from salary if you take leave without Notice & One day salary will be deducted if you take leave with notice apart from your paid leave.
- For Half day leave we will deduct your half day salary.
- We can consider 3 days of late coming to office (not more than 10 mins), more than 3 days of late coming will be considered as half day leave.

8. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

9. Company property

You will always maintain in good condition Company property (Mobile Phone, Sim card, Laptop, etc.) which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

10. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

11. Termination

- Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
- You may resign your employment with the Company, without any cause, by giving no less than **1 month's prior notice**.
- Once you officially resign from the company, Your pending salary and incentives will be proceeded only after **15 days from your last working day**.
- You will not be provided experience certificate if you resign or get terminated by the company before your probation period ends.
- The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you **are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company**.

Applicant Signature

- **On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.**

12. Confidential Information

- During your employment with the Company, you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.
- You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's Strategies, products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
- At no time, will you remove any Confidential Information from the office without permission.
- Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.
- Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

13. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

14. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion.

Applicant Signature

All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

15. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of the High Court of Karnataka only.

16. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

Schedule I - Compensation Details

Salary & Bonus Structure

Take home Salary ₹30000/month **(As informed by 30 September 2022 the given target should be achieved if not the salary will be ₹15000/month)** as Free Education Assistance PG course from our partnering university.

***Company will decide the university. (Only after probation period)**

We welcome you, and look forward to receiving your acceptance and to working with you.

**Yours Sincerely,
SEYED SHAHID
Founder of Indian Edu. Hub**

Applicant Signature

Incentives Structure:

Incentives defer based on each project; it will be confirmed while allocating the project wise.No. Enrolment (If achieved)

Note:

1. Monthly minimum Admission is compulsory from your side or the salary will be on hold till getting minimum conversions.
2. Minimum 5 Enrolments are Mandatory for Incentive to be credited.
3. You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Yours Sincerely,
SEYED SHAHID
Founder of Indian Edu. Hub

Applicant Signature

**Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer**

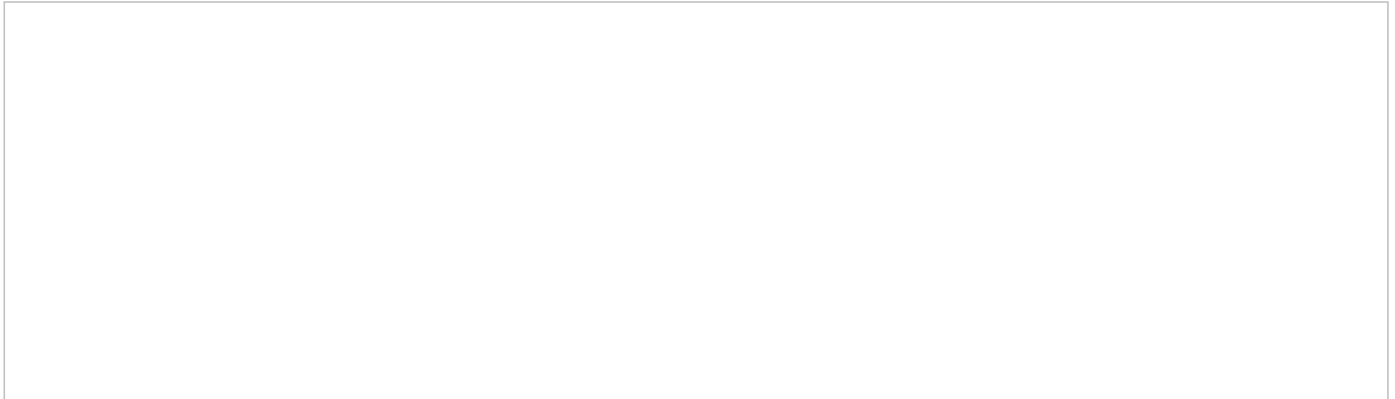
1 message

Khatheja Naseela <knaseela1999@gmail.com>
To: "placements@bitmangalore.edu.in" <placements@bitmangalore.edu.in>

Thu, Jan 19, 2023 at 4:02 PM

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

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Mon, 4 Jul, 2022, 2:19 pm
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys



image001.png
141K

June 25, 2022

HRD/3T/1003180781/22-23

Ms. Reshmi B
Dwaraka House
Near Gatty Samaja Hall Devinagar Kumbbla
Kasargod dist-671321
India

Ph: +91-6235111846

Dear Reshmi,

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: 2022.06.25 09:10:31 IST
Reason: Digitally Signed
Location: Bangalore

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

June 25, 2022

HRD/1003180781/22-23

Ms. Reshmi B
Dwaraka House
Near Gatty Samaja Hall Devinagar Kumbbla
Kasargod dist-671321
India

Ph: +91-6235111846

Dear Reshmi,

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:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("**Offer Letter**" hereinafter).

"**Affiliates**" means any entity that controls, is controlled by, or is under common control with the Company.

"**Company**" refers to Infosys Limited.

"**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**" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **25-Aug-2022**.

Location

Your location for employment is **MYSORE, India** .

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 Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / 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 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) 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.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

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

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months 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.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

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 and Annexure - II 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.

Passport & Driving License

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

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 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

Sign your name

Print your full Name

Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.06.25 09:10:31 IST
Reason: Digitally Signed
Location: Bangalore

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

ANNEXURE - I
(Compensation during the first six months from the Date of Joining)

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

ANNEXURE - II
(Compensation post successful completion of six months)

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

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

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

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

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

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

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

08th September 2022

To,

Ms. Sushmitha K.,
Chevar Chavadikatte House,
Kudalmerkala Post,
Kasaragod,
Kerala - 671324

Dear Ms. Sushmitha,

Sub : Appointment-Probation

We are pleased to appoint you as “**Junior Engineer**” effective from **12th September 2022** subject to the following terms and conditions.

1. SALARY AND PERQUISITES

Your Total Target Compensation Structure (TTCS) per month will be Rs. 25,000/- as per Annexure.

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

2. CODE OF CONDUCT.

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

3. PROBATION AND CONFIRMATION.

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

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

4. HEALTH EXAMINATION

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

5. SERVICE AGREEMENT

As iWave will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve iWave for a minimum period of 2 years after the completion of the probation and training. As a guarantee, you will be required to submit latest original degree / diploma certificates with the company during this service agreement period.

6. TRANSFER

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

Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services.

7. SEPARATION

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

No certificate will be issued for those leaving iWave before the expiry of the service agreement.

8. RETIREMENT

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

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

9. PAST RECORD

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

10. OTHER TERMS AND CONDITIONS

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

11. VALIDITY OF APPOINTMENT

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

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

Thanking You,

Sincerely yours,

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



Abdullah Khan M.
Director - Engineering

I, _____ agree to accept the employment on the terms and conditions mentioned in this letter and the enclosed annexure and shall join **iWave Systems Technologies Pvt. Ltd.** On _____

Name:

Signature

Date:

ANNEXURE

Break-up of Monthly remuneration

Description	Amount (Rs)
Basic Salary	6250/-
H R A	2500/-
Conveyance Allowances	1600/-
Special Allowances*	12549/-
Employer's contribution to PF	1800/-
Gratuity	301/-
Total Salary	25000/-

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

Annexure-B

Effective Experience	Nil
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02nd December 2021

To,

Ms. Amina Lifam,
D/o. Abdul Latheef,
Montepadav House and Post ,
Naringana Village,
Bantwal Taluk
Dakshina Kannada – 575018.

Dear Ms. Amina,

Sub : Appointment-Probation

We are pleased to appoint you as “**Junior Engineer**” effective from **04th July 2022** subject to the following terms and conditions.

1. SALARY AND PERQUISITES

Your Total Target Compensation Structure (TTCS) per month will be Rs. 25,000/- as per Annexure.

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

2. CODE OF CONDUCT.

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

3. PROBATION AND CONFIRMATION.

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

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

4. HEALTH EXAMINATION

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

5. BOND

You will be required to sign a bond period of 3 years from the date of joining the company. As a guarantee, you will also be required to submit all your original certificates with the company.

6. TRANSFER

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

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

7. SEPARATION

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

8. RETIREMENT

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

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

9. PAST RECORD

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

10. OTHER TERMS AND CONDITIONS

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

11. VALIDITY OF APPOINTMENT

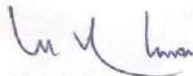
This letter is valid for a period of ten days from the date of this appointment letter and shall lapse automatically unless you confirm your acceptance of it by signing the duplicate in the appropriate place and returning it to the undersigned.

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

Thanking You,

Sincerely yours,

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



Abdullah Khan M.
Director - Engineering

I, _____ agree to accept the employment on the terms and conditions mentioned in this letter and the enclosed annexure and shall join **iWave Systems Technologies Pvt. Ltd.** On _____

Name : **AMINA LIFAM**

Date: **03/12/21**


Signature

Description	Amount (Rs)
Basic Salary	6250/-
H R A	2500/-
Conveyance Allowances	1600/-
Special Allowances*	12549/-
Employer's contribution to PF	1800/-
Gratuity	301/-
Total Salary	25000/-

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

Aug 02, 2022

Ms Khathija Ishrath

khathijaishrath@gmail.com

Candidate Id: CN20221044

Dear Khathija Ishrath,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

Upon confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 2 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Annexure I: Annual Compensation Structure			
Name	Ms Khathija Ishrath	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd.



Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

July 1, 2022

HRD/3T/1003181043/22-23

Ms. Ayshath Safura K

No-45

Kanthila House, (P.O.)Kurudapadavu, Via. Uppala, Kasaragod Dist.,

Uppala-671322

India

Ph: +91-9633932249

Dear Ayshath,

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: 2022.07.01 16:21:16 IST
Reason: Digitally Signed
Location: Bangalore

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

July 1, 2022

HRD/1003181043/22-23

Ms. Ayshath Safura K
No-45
Kanthila House, (P.O.)Kurudapadavu, Via. Uppala, Kasaragod Dist.,
Uppala-671322
India

Ph: +91-9633932249

Dear Ayshath,

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:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("**Offer Letter**" hereinafter).

"**Affiliates**" means any entity that controls, is controlled by, or is under common control with the Company.

"**Company**" refers to Infosys Limited.

"**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**" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **12-Sep-2022**.

Location

Your location for employment is **MYSORE, India** .

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 Letter, hereby give your irrevocable consent to the above.

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / 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 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) 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.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

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

Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months 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.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

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 and Annexure - II 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.

Passport & Driving License

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

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 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

Sign your name

_____ _____
Print your full Name Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.07.01 16:21:16 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

ANNEXURE - I
(Compensation during the first six months from the Date of Joining)

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

ANNEXURE - II
(Compensation post successful completion of six months)

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

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

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

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

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

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

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



PLACEMENT BIT <placements@bitmangalore.edu.in>

Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer

3 messages

Fathimath haseeba <haseebahasbullah7313@gmail.com>
To: PLACEMENT BIT <placements@bitmangalore.edu.in>

Wed, Jun 29, 2022 at 9:25 AM

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

From: **Infosys Freshers Recruitment** <Talent.Acquisition@infosys.com>
Date: Fri, 17 Jun 2022, 9:15 pm
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys



Fwd: Dear Sushmitha Poojary, This is our official job offer_Miraegisul

Sushmitha Poojary <sushmithapoojary9606@gmail.com>
To: placements@bitmangalore.edu.in

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

From: **HYUNSU, NA** <hyunsu.na@miraegisul.com>
Date: Thu, Mar 2, 2023, 19:30
Subject: Dear Sushmitha Poojary, This is our official job offer_Miraegisul
To: Sushmitha Poojary <sushmithapoojary9606@gmail.com>

Congratulations.

You have passed the recruitment of our company this time.
This mail is our official offer to you.

Designation	Annual Basic Salary	Basic Month Salary	Lunch Allowance	Mobile Allowance	Transportation Allowance	Medical & Health Allowance	Annual Allowance	Other Allowance	Basic Year-end incentives	Mo Sa
Developer	300,000	25,000	6,000	500	4,000	2,000	0	1,670	30,000	

I ask that you consider this offer carefully and, if you agree, send me the information below.

Signing the final contract will be done offline after you go to work.

Documents to be submitted

1. Copy of Aadhar Card
2. Copy of bank account (for salary payment)
3. College Graduation Certificate (Bachelor, Master, Doctorate) / College Transcript
4. Copy of PAN card
5. Experience Certificate (limited to those with experience)
6. Salary Slips (experienced only)

Please tell us the date you would like to come to work.

I am currently staying at a hotel near my company.

Starting tomorrow, I will also be renting an apartment to use as lodging.

If I get accommodation first before you move, you may use my accommodation until you find your accommodation. The accommodation I'm trying to find is 3BHK. Since I'm a man, you may be able to guide you to the hotel I'm currently staying at. The hotel is a 20 minute walk to the office.

Thank you

Best regards,
Hyunsu NA

Standard Service Contract_Sushmitha Poojary00.docx
15K

Strictly Private & Confidential

14 November 2022

Mangalore

Dear **Anumol Joseph**,

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 GlowTouch Technologies (hereafter referred to as 'Company') as per the below terms and conditions:

Role – Graduate Engineering Trainee

Date of Joining – 14 November 2022

Your annual total earning potential will be **INR 2,42,605.00** /- 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 GlowTouch Technologies 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 GlowTouch Technologies 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 GlowTouch Technologies, we request you to send an email to hrteam@GlowTouch.com to confirm your date of joining. At the time of joining, please submit a copy of this letter, **Annexure 1 - Compensation, Annexure 2 - Declaration, Annexure 3 - Terms of Employment with your signature on each page. In addition, please provide all the documentation identified in Annexure 4.**

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

Anumol Joseph, 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 GlowTouch Technologies and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:

Shyamprasad Hebbar

Full Name: **Anumol Joseph**

Senior Vice President – Corporate Services

Date : **14 November 2022**

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ANNEXURE 1

COMPENSATION

Salary Component	
	Annual (INR)
Annual Earning Potential	INR 2,42,605.00 /- (please mention the total cash component amount as provided below)

SALARY ANNEXURE

Fixed Salary - A			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Basic	Fixed	6800.00	81600.00
DA	Fixed	3400.00	40800.00
HRA	Fixed	4080.00	48960.00
Advance Bonus	Fixed	700.00	8400.00
Special Allowance	Fixed	2020.00	24240.00
Total Fixed Salary - A		17000.00	204000.00
Other Benefit - B			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Gratuity.	Variable	491.00	5887.00
Provident Fund	Variable	1224.00	14688.00
Employee State Insurance	Variable	553.00	6630.00
Total Other Benefit - B		2268.00	27205.00
Additional Benefit - C			
Component	Component Type	Monthly Entitlements	Yearly Entitlements
Meal Coupons	Variable	700.00	8400.00
Medi Insurance	Variable	250.00	3000.00
Total Additional Benefit - C		950.00	11400.00
Total Gross Yearly CTC (A + B)		19268.00	231205.00
Total Gross Yearly CTC [(A + B) + C]		20218.00	242605.00

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1. **Employer contribution to the PF & ESIC : is the contribution made by the company to Provident fund office & ESIC 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. **Mediclaime 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 3.25% 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 GlowTouch Technologies, 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 GlowTouch Technologies or employment with GlowTouch Technologies, 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 GlowTouch Technologies 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 GlowTouch Technologies, including any such documents or materials from my previous employer. To the extent I feel that my employment at GlowTouch Technologies would require me to bring any third party documents or materials to GlowTouch Technologies 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 GlowTouch Technologies. 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 GlowTouch Technologies to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Full Name: **Anumol Joseph**

Date : **14 November 2022**

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) GlowTouch Technologies offer letter (signed on all pages)
- 3) GlowTouch Technologies 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



GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS

Central Registration Centre

Certificate of Incorporation

[Pursuant to sub-section (2) of section 7 and sub-section (1) of section 8 of the Companies Act, 2013 (18 of 2013) and rule 18 of the Companies (Incorporation) Rules, 2014]

I hereby certify that SAWAD RIGID INTERNATIONAL PRIVATE LIMITED is incorporated on this Second day of September Two thousand twenty-two under the Companies Act, 2013 (18 of 2013) and that the company is limited by shares.

The Corporate Identity Number of the company is U17299KA2022PTC165668.

The Permanent Account Number (PAN) of the company is **ABJCS3157M** *

The Tax Deduction and Collection Account Number (TAN) of the company is **BLRS91750B** *

Given under my hand at Manesar this Eighth day of September Two thousand twenty-two .

IN MINISTRY OF
CORPORATE AFFAIRS

Digital Signature Certificate
Kuldeep Singh

For and on behalf of the Jurisdictional Registrar of Companies
Registrar of Companies
Central Registration Centre

Disclaimer: This certificate only evidences incorporation of the company on the basis of documents and declarations of the applicant(s). This certificate is neither a license nor permission to conduct business or solicit deposits or funds from public. Permission of sector regulator is necessary wherever required. Registration status and other details of the company can be verified on www.mca.gov.in

Mailing Address as per record available in Registrar of Companies office:

SAWAD RIGID INTERNATIONAL PRIVATE LIMITED
19-161, Bangle Gudde Last House, Near, Bashir Shop Road, Melkar,
Panemanglore, Bantwal, Dakshina Kannada, Karnataka, India, 574231



* as issued by the Income Tax Department

Expertise Contracting Company

expertise

Business Unit

Document Ref No.:

Rev. No.

Effective Date

Page No.

President & CEO Office

FM-DIV00-0015

00

3rd September 2022

1 of 1

OFFER LETTER

Date: 03/09/2022

Dear : Mr. Rasid Shaikh

Passport No : V8301223

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	SBM/FW/PR
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

<i>Rasid shaikh</i> Employee Name & Surname	<i>Rasid</i> Employee Signature	Expected Joining Date
------------------------------------------------	------------------------------------	-----------------------

Expertise Contracting Company



Business Unit

Document Ref No.:

Rev. No.

Effective Date

Page No.

President & CEO Office

FM-DIV00-0015

00

03rd September 2022

1 of 1

OFFER LETTER

Date: 03/ 09/ 2022

Dear : Mr. Hanglur Mohammed Anaz Abubakar
Passport No : W2363189

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
6	Accommodation & Food	Provided by the Company
7	Transportation Facility	Provided by the Company
8	Employment contract duration	6 to 9 months (May be extended)
9	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 & Surname</i>	<i>Employee Signature</i>	<i>Expected Joining Date</i>
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Expertise Contracting Company

expertise

Business Unit

Document Ref No.:

Rev.
No.

Effective Date

Page
No.

President & CEO Office

FM-DIV00-0015

00

30th January 2022

1 of 1

OFFER LETTER

Date: 9/26/2022

Dear : Mr. Mahammad Junaid
Passport No : W4291124

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	SBM/FW/PR
3	Basic Salary	1400
4	Overtime	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

Mahammad Junaid Employee Name & Surname	M. Junaid Employee Signature	Expected Joining Date
--------------------------------------------	---------------------------------	-----------------------

Expertise Contracting Company



Business Unit

Document Ref No.:

Rev. No.

Effective Date

Page No.

President & CEO Office

FM-DIV00-0015

00

3rd September
2022

1 of 1

OFFER LETTER

Date: 03/09/2022

Dear : Mr. Shaikh Afrid
Passport No : V7975672

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	SBM/FW/PR
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 polices 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 & Surname</i>	<i>Employee Signature</i>	<i>Expected Joining Date</i>
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Expertise Contracting Company

expertise

Business Unit

Document Ref No.:

Rev. No.

Effective Date

Page No.

President & CEO Office

FM-DIV00-0015

00

30th January 2022

1 of 1

OFFER LETTER

Date: 10/4/2022

Dear : Mr.Ibrahim Apraz
Passport No : W4615345

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	SBM/FW/PR
3	Basic Salary	1400
4	Overtime	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

Ibrahim Apraz
Employee Name & Surname

Employee Signature

Expected Joining Date



YOUR RELIABLE
PARTNER FOR
SOLAR ENERGY
SINCE 1992

Ref: EMMVEE/HRD/TRAINEE/ 20260/2022

Date: 29-11-2022

To,

Mr. WAHID AHMED DINDAWAD,

This refers to your Trainee application & the subsequent interview had on dated **28-11-2022** for engaging you as TRAINEE in our company. In this regard we are pleased to inform you that you are taken as "**Engineer Management Trainee**" on the following terms & conditions:

1. You will be on training for a period of **36** months.
2. During your training period, you will be given an all-inclusive stipend of **Rs.15000/-P.M.**
3. You shall note to report to duty on or before **29-11-2022**.
4. You will not be entitled to any other allowances, benefits except one day leave per month.
5. On completion of the said period of your training or any extended period thereof, it shall stand terminated within the meaning of sub clause (bb) of clause (oo) of Section 2 of the Industrial Disputes Act, 1947 and such termination shall not amount to retrenchment.
6. During your training period you shall be under an instructor and strictly adhere to the schedule of the training.
7. Your training may be discontinued by the management without notice or without any reason.
8. The Management is under no obligation to offer you employment on the completion of your training period.

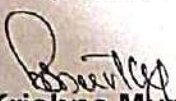

Emmvee Photovoltaic Power Private Limited

Corporate Office: 13/1, International Airport Road, Bettahalasur Post, Bengaluru - 562 157, India | Phone: +91 80 2217 4328/33 | Fax: +91 80 2846 7801
Registered Office: "Solar Tower" #55, 6th Main, 11th Cross, Lakshmaiah Block, Ganganagar, Bengaluru - 560 024, India | Phone & Fax: +91 80 2333 2060

E: info@emmvee.in | W: www.emmvee.com | CIN: U26101KA2007PTC042197

9. However, the Management reserves the right to offer you employment on the successful completion of your training period in which event you shall accept such employment on terms and conditions to be advised to you.
10. During your training period you shall not indulge or engage yourself in any other business, occupation or any other subversive activities detrimental to the interest of the company
11. You shall not at any time during your training period or after, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, etc. of the company.
12. You will take good care of and be responsible for the work, machinery, tools and any other items, materials entrusted to you from time to time.
13. In addition to the above terms and conditions, you will be governed by the Company's Standing Orders/ Service Rules & Regulations.
14. During the training period, if you are found medically unfit, your training period gets discontinued with immediate effect.
15. Your present place of posting is **Unit-II Situated No.66-77/3, Pemmanahalli Village, Sompura Hobli, Dabaspeta, Nelamangala.**
16. You are required to produce 'Fitness Certificate' from a Regd. Medical Practitioner at the time of reporting for training.
17. This offer is subject to your Back Ground Verification report being positive/ satisfactory.

If you accept the above terms & conditions, you may report for training after signing the duplicate, enclosed.


(Krishna Murthy)
General Manager –HR

I have read the above terms & conditions and voluntarily accept the same.

I will report for training on

Place: Bengaluru.

Date:

Signature of the Trainee

Application Form

Employment form for the post of Piping Designer
From 02/12/2022



To:
MANAGER - HR

- Name (In Capitals): PRASHANTH KUTINHA
- Father's/Husband's Name: LAWRENCE KUTINHA
- Address (Present): Kallegundi house, near mangalore university
Konaige, Mangalore, P.K. Pin code: 574199
Telephone No : 8880956709 Email Id: Prashanthkutinha@gmail.com
- Address (Permanent): _____ Pin code: 574199
- Age: 21 Date Of Birth: 31/12/2000 Blood Group: O+ve
- Aadhar Number: 989636310409 Pan No: KQNPKE2316C
- Qualification :

Degree / Diploma	Year of passing	University / Board
<u>B.E. MECH (Bachelor of engineering) Mechanical engineering)</u>	<u>2022</u>	<u>VTU</u>

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AVEVA





Application Form

Employment form for the post of Piping Designer
From 02/12/2022

To:
MANAGER - HR

- Name (In Capitals): DINAKARA . M . S
- Father's/Husband's Name: SURESH . M
- Address (Present): Mandiyoor house, Kanyana Post & Village, Bantwal, T. D. K. Pin code: 574279
- Telephone No: 836244639 Email Id: Dinakara262@gmail.com
- Address (Permanent): _____ Pin code: 574279
- Age: 22 Date Of Birth: 31/07/2000 Blood Group: A+
- Aadhar Number: 2485 3894 9661 Pan No: 1KYBPS5889E
- Qualification :

Degree / Diploma	Year of passing	University / Board
B.E MECH (Bachelor of Engineering in Mechanical Engineering)	2022	VTU

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AVEVA



Offer Letter

23-08-2021

Mohammad Rameez A S

Bearys institute of technology,
Manglore, Karnataka.

Dear Mohammad Rameez A S

We would like to congratulate you on being selected as Intern - Trainee Engineer position with Technologies Global Pvt. Ltd, effective 01-09-2021. The whole team of Technologies Global Pvt. Ltd. is excited about your on-boarding!!

Your major internship program will include **AutoCAD 2D Drafting, CATIA 3D Designing, NASTRAN NX Analysis**. Duration of the internship approximately will be 2-3 months.

As discussed during the selection process, this is an unpaid academic internship during which you will be expected to:

1. Increase the technical knowledge and real time industrial exposure.
2. Maximize employability skill.
3. To cover the gap between college education and the fundamental requirements of industry.
4. Placement assistance will be provided on fulfilment of following terms & Condition mentioned in this document.

Terms and conditions:

1. Intern will maintain a regular internship schedule and attendance determined by the supervisor.
2. Intern will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
3. Intern will obey the policies, rules and regulations of the company site and comply with the company's business practices and procedures.
4. Intern will furnish his/her supervisor with all necessary information pertaining to his/her unpaid internship, including related assignments and reports.
5. Under no circumstances will Intern leave the internship without first conferring with intern's supervisor.
6. Company is not liable for injury sustained or health conditions that may arise for the intern during the course of the internship.
7. Company may at any time terminate the intern on breaking the cardinal rules (like involvement of any sexual harassment or any activity which hamper the wellbeing of organisation social atmosphere) without notice or cause.



TECHNOLOGICS
Global Pvt Ltd.

Offer Letter

8. Your internship will include learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge.
9. Just qualifying to be part of Internship program will not guarantee the employment unless the participants clear the post internship industry oriented assessment & following mandatory performance parameters
 - a. Internship attendance : 100%
 - b. Assignment rating: 80%+ (A+). If not candidates need to re-attempt and submit.
 - c. Soft skill attendance: 100% and Soft-skill assessment rating 80% +
 - d. Candidates should be flexible with technical and other personnel of TECHNOLOGICS in guiding principles of quality improvement with proactive feedback and support.
 - e. Good code of conduct.
10. Based on the post assessment result Technologics Global will either hire for internal requirement or for our client companies.
11. **CTC:** On successfully clearing interview at client location candidates would be eligible for a salary range anywhere between 1.2 L to 3.6 L PA.
12. During the time of posting candidates should take the responsibility of negotiating all service level agreements effectively with employers.

Congratulations and we look forward you to take this opportunity as turning point of your career.

Please review, sign and mail to confirm acceptance.

Intern 

For Company

Date 25-08-2021

Title



Produced SSLC -> Certificate for -> -> ->



Petrocon Engineers & Consultants



Application Form



Employment form for the post of Piping Designer
From 12/12/2022

To:
MANAGER - HR

- Name (In Capitals): FAYIZ UMMER
- Father's/Husband's Name: IBRAHIM
- Address (Present): KODANGE KODI ROAD NEHARU NAGAR
PANEMANGALORE, BANTWAL Pin code: 574231
Telephone No: 8296718510 Email Id: fayizummer54321@gmail.com
- Address (Permanent): _____ Pin code: _____
- Age: 23 Date Of Birth: 17-08-2000 Blood Group: A+ve
- Aadhar Number: 400896422131 Pan No: -
- Qualification:

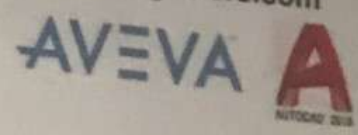
Degree / Diploma	Year of passing	University / Board
<u>B.E</u>	<u>2018-2022</u>	<u>VTU</u>

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15,000



Petrocon Engineers & Consultants



Application Form



Employment form for the post of PIPING DESIGNER
From 05-02-2022 to 05-12-2022

To:
MANAGER - HR

- Name (In Capitals): K PAVAN KUMAR
- Father's/Husband's Name: PAGHURAMA
- Address (Present): MITHANADKA HOUSE & POST KARAPADY VILLAGE, D.K Pin code: 574279
Telephone No: 9108435442 Email Id: Pavansuhaan007@gmail.com
- Address (Permanent): _____ Pin code: 574279
- Age: 21 Date Of Birth: 14-01-2001 Blood Group: O+ve
- Aadhar Number: 2439 4160 0673 Pan No: -
- Qualification:

Degree / Diploma	Year of passing	University / Board
<u>B.E mech (Bachelor of Engineering in mechanical engineering)</u>	<u>2022</u>	<u>VTU</u>

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Our in house R & D unit is recognised by
Ministry of Science and
Technology, Government of India.

Date : 19-10-2022

**To,
Mr. Mohammed Shaizaad
B, Usman Manzil, #1 Cross,
Puravargha, Bhatkal - 581320**

**Email: shaizaad412@gmail.com
Contact No.: +91-9742723126**

Sub: Offer Letter

This has reference to your application and the subsequent interview you had with us; we are pleased to offer you the post of “**Trainee Engineer.**” in our organization. You shall join the company on or before **01st November 2022.** **Your Monthly Gross Salary is Rs.15,000/- and CTC is Rs. 1,80,000/- for the year.**

You are requested to bring the following documents at the time of joining the duty:

- I. Resume
- II. Aadhar Card (2 copy each)
- III. Pan Card (2 copy each)
- IV. 4 Latest Photograph
- V. Academic Marksheet copy
- VI. Cancelled cheque leaf having name mentioned in the signatory area or a passbook first page copy.
- VII. Residential Address Proof (Present & Permanent if both are same as per Aadhar card then not required)

The detailed appointment letter will be issued to you after your joining the services of the company.

Thanking you,

For UNITED RUBBER INDUSTRIES (I) PVT.LTD

**Babu Dhoke
Senior Manager - HR**



UNITED RUBBER INDUSTRIES (I) PVT. LTD.

Jay Vailankani Industrial Estate,
Behind Gas Godown, Mira Bhayandar Kashi Mira Road,
Bhayandar (East), Mumbai - 401 105. (INDIA)
Phone : +91-22-2814 5134 / 35 / 36
Fax : +91-22-2818 4614 ● E-mail : domestic@unitedrubber.net
Website : www.unitedrubber.net
CIN : U25100MH2004PTC145901





BEARYS GROUP

DATA RECORD FORM



Employee Code: 3644

Employee Name (In Block Letters): MOHAMMED MUSHARAF

Date of Birth: 28-03-2000 Sex MALE Marital Status UNMARRIED

Fathers Name / Husbands Name: K.M. NAINAR

Designation Trainee Engineer Department MECHANICAL

Date of Join 06/11/2022

Blood Group A+ve

ES/EPP/DJS: 14/11/22 ✓

COMMUNICATION ADDRESS	PERMANENT ADDRESS
<u>C/O K.M. NAINAR</u> <u>Vill - KODI</u> <u>POST KODI</u> <u>DIST - UDUPI</u> <u>STATE - KARNATAKA</u> <u>576217</u>	<u>C/O K.M. NAINAR</u> <u>Vill Post - KODI</u> <u>DIST - UDUPI</u> <u>STATE - KARNATAKA</u> <u>576217</u>
☎:	☎: <u>9686605341</u>
Emergency Contact Number:	<u>8971666570 (FATHER)</u>

BPDPL - Anshu

BIT



BEARYS GROUP

DATA RECORD FORM



Employee Code:

Employee Name (In Block Letters): MUHAMMAD RAEES A

Date of Birth: 21-03-2000 Sex MALE Marital Status UNMARRIED

Fathers Name / Husbands Name: ABOOBAKKER SIDDIQ A

Designation MEP Department MECHANICAL

Date of Join 11/01/2023

Blood Group A+ve

COMMUNICATION ADDRESS	PERMANENT ADDRESS
DR.NO. 5-98/1, AMEMAR HOUSE, PUDU VILLAGE, FARANGIPETE POST, BANTWAL TALUK, DAKSHINA KANNADA, KARNATAKA - 574143.	DR.NO. 5-98/1, AMEMAR HOUSE, PUDU VILLAGE, FARANGIPETE POST, BANTWAL TALUK, DAKSHINA KANNADA, KARNATAKA - 574143.
☎: 9449510350, 7338620334	☎: 9449510350, 7338620334
Emergency Contact Number:	

BPUPL-HMDD1

CHN/AO/F23/3306

23 January 2023

Name : **Mr. TANWEER ALI N,**
Address : **Midad Nagar,
Nalamile, Kasaragod,
Kerala PO, Alampady. 671123**

LETTER OF APPOINTMENT**Dear TANWEER ALI N,**

We are pleased to inform that you are appointed as **SERVICE ENGINEER - II** in **PALF SBU, Peenya** with effect from **05 December 2022** under the following terms and conditions.

1. You are positioned in **SERVICE ENGINEER - II Grade O1** with a basic pay of **Rs. 9424/-**. Your CTC structure is shown in the Annexure A.
2. You will be under Probation for a period of six months, initially, which may be extended at the discretion of the Management.
3. The Management in its sole discretion and without assigning any reason whatsoever shall have the right to transfer you from one job to another, or from one department to another or from one Outlet to another whether existing at present or established in future or from one Division to another of the Company or to the Companies whether existing at present or established in future under the same Management or to the companies whether existing or established in future in whose running and administration the Management has interest.
4. You will be governed by the Leave Rules, Other Rules, Regulations, Orders, Circulars and Code of Conduct of the Company including those that may be made applicable to you in future.
5. You shall not engage yourself in any outside work over and above your legitimate work in the company on duty days, on holidays or when you are on leave.
6. You shall at all times during the period of your service, be prepared to carry out any orders or duties required of you, by your superiors even if it involves working beyond your hours of work.

Cont'd ... 2

7. During the period of Probation or on completion of the Probationary period, your services are liable to be terminated without assigning any reason and without payment of any compensation

Confidentiality of Information

8. You will not, during the continuance of this appointment and thereafter, disclose, divulge or communicate any interested or other persons, whatsoever, any information relating to the Company's technical knowhow, business practices or any other information of a confidential nature.

Variable Pay

9. a) Variable pay quantum mentioned in Annexure A is only an indicative amount and it would vary based on the Variable Pay matrix published for that financial year based on business performance. Your entitlement is subject to meeting the qualifying criteria declared by the Company year on year.
b) The period to be taken for assessment of performance is April to March and if an employee who joins prior to September 30th will only be eligible for Variable Pay for that financial year. It will also be paid only if you are on rolls of the Company on the date of disbursement.

Retirement

10. If you are confirmed in service, you will be retired from service on the last day of the month in which you will complete your 58th years of age, reckoned in accordance with the English Calendar and as per the proof of date of birth given for office records. This shall be not altered at any other later date and will be final and binding.

Cessation of service

11. If you are confirmed in service, the cessation of service can be done by either side, giving one month notice in writing to the other, or in lieu of the same, payment of one month's Gross Salary to you by the Company or payment of an amount by you to the Company, which shall be equivalent to your one month's Gross Salary.

Cont'd ... 3

12. You will be eligible to get such other allowances/monetary benefits as are applicable to you.

Bonus

13. Bonus will be paid as per the Payment of Bonus Act 1965. The amount mentioned here is the maximum statutory bonus. It is subject to change year on year based on the profitability of the Company.

Gratuity

14. It is only an indicative amount. Gratuity will be paid upon completion of five years of continuous service as per the Payment of Gratuity Act 1972.

15. In future, if the information furnished by you, in your application, is found to be incorrect or not true, you are liable for action that may be deemed fit by the Company.

Please return the copy of the order duly signed, in acknowledgement of having accepted the terms of this appointment order.

Welcome to TVS and wish you all the best!

For TVS MOBILITY PRIVATE LIMITED



SELVARAJ .R
ASSISTANT VICE PRESIDENT

I have read and understood the terms and conditions of my Appointment Order and as token of my acceptance, I affix my signature in the copy of this order.

Signature of the Applicant



Annexure – A

Name	TANWEER ALIN
Grade	O1
Designation	SERVICE ENGINEER - II
SBU	PALF

Cost to Company (CTC)

Component	Monthly (INR)	Annual (INR)
A. Base pay		
A1. Basic pay	9,424	1,13,083
Total - A	9,424	1,13,083
B. Allowances		
B1. HRA	3,769	45,233
B2. Transport Allowance	1,600	19,200
B3. Children Educational Allowance	200	2,400
B4. Other Allowance	2,007	24,082
Total - B	7,576	90,915
Monthly Gross for ESI Contribution (A+B1+B3+B4+B5+B6)*	16,999	2,03,998
Actual Gross Earning (A + B)	16,999	2,03,998
C. Retirals		
C1. Employer Provident Fund	1,588	19,052
C2. Gratuity	453	5,439
C3. ESI	501	6,006
Total - C	2,541	30,497
D. Other Benefits		
D1. Health Insurance Premium**		0
Total - D	0	0
E. Statutory Bonus		
E1. Statutory Bonus***	-	16,800
Total - E	-	16,800
F. Variable Compensation		
F1. Variable Pay / Incentive****	-	37,694
Total - F	-	37,694
G. Fixed Cost of Company (FCTC) (A+B+C+D+E)		2,51,295
H. Total Cost to Company (TCTC) (G+F)		2,88,989

Note:

- *Applicable and relevant in cases where monthly gross is less than Rs. 21001/-
- ** Health Insurance Premium of Rs. 20,000/- is the average spend per employee
- *** This is maximum amount of statutory bonus, eligibility for bonus will be governed by the Provisions of The Payment of Bonus Act 1965.
- **** The variable pay amount would differ every year based on the VP Matrix published for that year and your FCTC in that year. Variable pay amount is indicative and notional. Variable pay is applicable for the first year of service only if the Date of Joining happens to be on or before 30th September.
- ***** Employees categorized between O1 to M3 grade will be covered under Pinnacle (Sales Incentive Policy) or Delight (Service Incentive Policy), based on their roles. All others will be part of variable pay process.

Retirals:

- i.) Provident Fund will be applicable as per Provident Funds Act, 1952
- ii.) Gratuity will be applicable as per Gratuity Act, 1972
- iii.) ESI will be applicable as per Employees State Insurance Act, 1948
- +++ Income Tax if any will be deducted in accordance with the provisions of the Income Tax Act 1961 and as per prevailing rules.

CHN/AO/F23/3305

23 January 2023

Name : **Mr. MOIDEEN ARSHAD K,**
Address : **Kadenkodi House, PO
Ammeri, Via Uppala
Manjeshwar,
Kasaragod, Kerala 671322.**

LETTER OF APPOINTMENT

Dear MOIDEEN ARSHAD K,

We are pleased to inform that you are appointed as **SERVICE ENGINEER - II** in **PALF SBU, Peenya** with effect from **05 December 2022** under the following terms and conditions.

1. You are positioned in **SERVICE ENGINEER - II Grade O1** with a basic pay of **Rs. 9424/-**. Your CTC structure is shown in the Annexure A.
2. You will be under Probation for a period of six months, initially, which may be extended at the discretion of the Management.
3. The Management in its sole discretion and without assigning any reason whatsoever shall have the right to transfer you from one job to another, or from one department to another or from one Outlet to another whether existing at present or established in future or from one Division to another of the Company or to the Companies whether existing at present or established in future under the same Management or to the companies whether existing or established in future in whose running and administration the Management has interest.
4. You will be governed by the Leave Rules, Other Rules, Regulations, Orders, Circulars and Code of Conduct of the Company including those that may be made applicable to you in future.
5. You shall not engage yourself in any outside work over and above your legitimate work in the company on duty days, on holidays or when you are on leave.
6. You shall at all times during the period of your service, be prepared to carry out any orders or duties required of you, by your superiors even if it involves working beyond your hours of work.

Cont'd ... 2

7. During the period of Probation or on completion of the Probationary period, your services are liable to be terminated without assigning any reason and without payment of any compensation

Confidentiality of Information

8. You will not, during the continuance of this appointment and thereafter, disclose, divulge or communicate any interested or other persons, whatsoever, any information relating to the Company's technical knowhow, business practices or any other information of a confidential nature.

Variable Pay

9. a) Variable pay quantum mentioned in Annexure A is only an indicative amount and it would vary based on the Variable Pay matrix published for that financial year based on business performance. Your entitlement is subject to meeting the qualifying criteria declared by the Company year on year.
b) The period to be taken for assessment of performance is April to March and if an employee who joins prior to September 30th will only be eligible for Variable Pay for that financial year. It will also be paid only if you are on rolls of the Company on the date of disbursement.

Retirement

10. If you are confirmed in service, you will be retired from service on the last day of the month in which you will complete your 58th years of age, reckoned in accordance with the English Calendar and as per the proof of date of birth given for office records. This shall be not altered at any other later date and will be final and binding.

Cessation of service

11. If you are confirmed in service, the cessation of service can be done by either side, giving one month notice in writing to the other, or in lieu of the same, payment of one month's Gross Salary to you by the Company or payment of an amount by you to the Company, which shall be equivalent to your one month's Gross Salary.

Cont'd ... 3

12. You will be eligible to get such other allowances/monetary benefits as are applicable to you.

Bonus

13. Bonus will be paid as per the Payment of Bonus Act 1965. The amount mentioned here is the maximum statutory bonus. It is subject to change year on year based on the profitability of the Company.

Gratuity

14. It is only an indicative amount. Gratuity will be paid upon completion of five years of continuous service as per the Payment of Gratuity Act 1972.

15. In future, if the information furnished by you, in your application, is found to be incorrect or not true, you are liable for action that may be deemed fit by the Company.

Please return the copy of the order duly signed, in acknowledgement of having accepted the terms of this appointment order.

Welcome to TVS and wish you all the best!

For TVS MOBILITY PRIVATE LIMITED



**SELVARAJ .R
ASSISTANT VICE PRESIDENT**

I have read and understood the terms and conditions of my Appointment Order and as token of my acceptance, I affix my signature in the copy of this order.

Signature of the Applicant



Annexure – A

Name	MOIDEEN ARSHAD K
Grade	O1
Designation	SERVICE ENGINEER - II
SBU	PALF

Cost to Company (CTC)

Component	Monthly (INR)	Annual (INR)
A. Base pay		
A1. Basic pay	9,424	1,13,083
Total - A	9,424	1,13,083
B. Allowances		
B1. HRA	3,769	45,233
B2. Transport Allowance	1,600	19,200
B3. Children Educational Allowance	200	2,400
B4. Other Allowance	2,007	24,082
Total - B	7,576	90,915
Monthly Gross for ESI Contribution (A+B1+B3+B4+B5+B6)*	16,999	2,03,998
Actual Gross Earning (A + B)	16,999	2,03,998
C. Retirals		
C1. Employer Provident Fund	1,588	19,052
C2. Gratuity	453	5,439
C3. ESI	501	6,006
Total - C	2,541	30,497
D. Other Benefits		
D1. Health Insurance Premium**		0
Total - D	0	0
E. Statutory Bonus		
E1. Statutory Bonus***	-	16,800
Total - E	-	16,800
F. Variable Compensation		
F1. Variable Pay / Incentive****	-	37,694
Total - F	-	37,694
G. Fixed Cost of Company (FCTC) (A+B+C+D+E)		2,51,295
H. Total Cost to Company(TCTC) (G+F)		2,88,989

Note:

*Applicable and relevant in cases where monthly gross is less than Rs. 21001/-.

** Health Insurance Premium of Rs. 20,000/- is the average spend per employee

*** This is maximum amount of statutory bonus, eligibility for bonus will be governed by the Provisions of The Payment of Bonus Act 1965.

*** The variable pay amount would differ every year based on the VP Matrix published for that year and your FCTC in that year. Variable pay amount is indicative and notional. Variable pay is applicable for the first year of service only if the Date of Joining happens to be on or before 30th September.

**** Employees categorized between O1 to M3 grade will be covered under Pinnacle (Sales Incentive Policy) or Delight (Service Incentive Policy), based on their roles. All others will be part of variable pay process.

Retirals:

i.) Provident Fund will be applicable as per Provident Funds Act, 1952

ii.) Gratuity will be applicable as per Gratuity Act, 1972

iii.) ESI will be applicable as per Employees State Insurance Act, 1948

+++ Income Tax if any will be deducted in accordance with the provisions of the Income Tax Act 1961 and as per prevailing rules.

Date: 19-01-2023

To,

Dear, ABUBAKKAR KHAN SHIRED

Sub: Indicative Offer for the Post of MAINTENANCE-TRAINEE.

With reference to your application and the subsequent interview you had with us, we are pleased to convey our intent to offer you to associate with M/s Archange HR Services MAINTENANCE-TRAINEE.

You will be deputed at Yuto Printing & Packaging (India) Pvt Ltd, #No.78/2, 79 and 82, Near Ramakrishnagara Gate, Iggulur Village, Chandapura, Anekal Taluk, Bangalore - 560099.

A formal letter of appointment will be issued to you on your reporting for duty and completing the joining formalities. You are requested to furnish the following documents to us at the time of your joining the organization:

- All education Certificates - including 10th marks card
- Coloured Photos - 3Nos
- Address proof - Voter ID Card, Aadhaar card, Driving license,passport
- Previous employer Relieving letter & Service letter/ Appointmentletter
- Salary/Pay slip of previous Organization
- Pan card
- Bank details - Cancelled cheque / photo copy of pass book (frontpage)

As agreed, you will join the company on or before **23-01-2023**. Please convey your acceptance of this offer by email indicating your date of joining.

Yours truly,

For Archange HR Services Pvt Ltd..



Harsha B Shetty
Managing Partner

