

ARMY INSTITUTE OF TECHNOLOGY, DIGHI, PUNE

SUMMARY OF APPOINTMENT ORDERS OF OUTGOING STUDENTS YEARWISE

DEPARTMENT NAME : Mechanical

YEAR : 2017-18

Sr No	Name of the Student	Placed Company Name	Appt Order Page no.
1	Mr Abhishek Sharma	ZS	01-04
2	Mr Ajit Kumar Singh	FACE	05-06
3	Mr Aman kumar	JOHN DEERE	07-16
4	Mr Amandeep Singh	LENNY APPARELS	17-26
5	Mr Anil Kumar	Wipro	27-31
6	Mr Ankush	DELOITE	32-33
7	Mr Anurag Katara	Godrej & Boyce	34-34
8	Mr Ashok Kumar	FMC Technologies	35-35
9	Mr Atul Raj	KWUNTONG APPARELS	36-44
10	Mr Bharat Barendiya	ORACLE	45-47
11	Mr Biplil Kumar	FACE	48-49
12	Mr Chanchal	JSW Steel	50-50
13	Miss Kavita Samant	Tata Consultancy	51-66
14	Mr Kashitij Kumar	KONE CRANES	67-68
15	Mr Manish Gaikwad	Wipro	69-86
16	Mr Manjeet Kumar	Tata Consultancy	87-89
17	Mr Manjeet Kumar	Renata Precision	90-95
18	Mr Mayank Chandra	FMC Technologies	96-100
19	Mr Nikhil thakur	Mu Sigma	101-106
20	Mr Pankaj Kumar Sharma	Tata Consultancy	107-109
21	Mr pankaj Yadav	SAINT GOBAIN	110-113
22	Mr Prashant Pandey	JOHN DEERE	114-123
23	Mr Praveen Chahar	FMC Technologies	124-128
24	Mr Rahul Kumar	FMC Technologies	129-129
25	Mr Mayank Upadhyay	FMC Technologies	130-130
26	Mr Rahul Prakash Mali	Tata Consultancy	131-131
27	Mr Ravindra Singh	Tata Consultancy	132-133
28	Mr Rishabh Katoch	FACE	134-134
29	Mr Hemanth Reddy	FMC Technologies	135-139
30	Mr Sandeep Garg	Tata Consultancy	140-157
31	Mr Sanjeev Kumar Pandit	Tata Consultancy	158-174
32	Mr Saurav Bhowmick	FACE	175-175
33	Mr Shivam Dubey	JSW Steel	176-176
34	Mr Shivam Dubey	Tata Consultancy	177-177
35	Mr Shubham Dubey	JOHN DEERE	178-180
36	Mr Shubham Tanwar	ORACLE	181-182

ARMY INSTITUTE OF TECHNOLOGY, DIGHI, PUNE

SUMMARY OF APPOINTMENT ORDERS OF OUTGOING STUDENTS YEARWISE

DEPARTMENT NAME : Mechanical

YEAR : 2017-18

Sr No	Name of the Student	Placed Company Name	Appt Order Page no.
37	Mr Sonu Kumar	HYUNDAI Construction	183-183
38	Mr Subodh Kumar	HYUNDAI Construction	184-184
39	Mr Sujeet Kumar	Renata Precision	185-187
40	Mr Suvendu Das	KONE CRANES	188-189
41	Mr Tushar Singh	KONE CRANES	190-191
42	Mr Vichitravir	JSW Steel	192-192
43	Mr Vichitravir Dwivedi	Tata Consultancy	193-208
44	Mr Vijay Pandey	BYJUS	209-212
45	Mr Vijay Pandey	FACE	213-213
46	Mr Vijay parmeshwar	FACE	214-214
47	Mr Vikas kumar Prajapati	Varroc	215-216
48	Mr Vipul Kumar Shukla	Tata Consultancy	217-217
49	Mr Vipul Kumar Shukla	Tata Consultancy	218-219
50	Mr Yonus Sheikh	Godrej & Boyce	220-222
51	Miss Meduri Venkata	DBS	223-228



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ZS Associates India Pvt. Ltd.
World Trade Center,
Tower 3 Kharadi
Pune - 411014
Maharashtra, India
T | +91 20 6739 5000
F | +91 20 6739 5001
www.zs.com

SALES - MARKETING

CONFIDENTIAL

14 March 2018

Abhishek Sharma
C/O Ram Paul Sharma, G-506,
Ravindra Apartments, Ravindra Enclave,
Baltana, Zirakpur, Mohali, Punjab - 140604.

Dear Abhishek:

We are pleased to extend you an offer to join ZS Associates India Private Ltd. ('ZS') as a Business Operations Associate. We hope that you give this opportunity with ZS serious consideration.

Your joining location at 'ZS' will be driven by business needs that arise closer to your actual joining. We will try to align your joining location preference to the best we can manage however; it could be either Pune or Delhi office. We will confirm joining location closer to the actual joining date.

ZS has a very special culture of collaboration and innovation. We focus our attention on producing client work of outstanding quality, and we share a belief in learning, self-improvement and expertise as a means to achieving that quality.

Salary: Your annual gross salary will be INR 550,000, inclusive of your basic, fixed allowances and provident fund contributions; all associates are paid on the last working day of every month. Details of the compensation break up and office specific benefits will be shared with you closer to your joining after an office location has been finalized for you.

Performance Bonus: ZS associates receive performance bonuses at the end of each year, based on eligible wages earned during the calendar year. In your joining year, this bonus will be up to 10% of your base salary income earned. Your performance and the company's results will determine your incentive compensation. All bonuses are determined at the discretion of ZS, and are subject to all standard withholding taxes.

Emerging Leader Reward Program: The expertise you gain over your tenure is valuable to ZS and we recognize your continued commitment and progression toward becoming a future leader in the firm. ZS rewards this expertise through a tenure-based incentive which begins at your two-year anniversary. Payout details can be found in Appendix 1.

All bonuses are determined at the discretion of ZS, and are subject to all standard withholding taxes.



Provident Fund: When you begin employment with ZS, you will be enrolled in a Provident Fund account. The primary objective of this program is to provide long-term financial security for ZS employees, while reducing current tax exposure. Personal contributions to the account of up to 12% of basic salary will be deducted from your gross salary; the firm makes matching contributions to your account.

Gratuity: After you complete five years of continuous service, ZS will pay 15 days' salary for every completed year of service at the time of retirement or separation. The maximum amount payable is governed by the Gratuity Law.

In addition to components of the offer detailing direct compensation described above, this offer also includes elements describing non-cash benefits of employment with ZS. You will be eligible for all of the following benefits as of your start date with ZS. Benefits described are subject to taxes based on the prevailing government guidelines.

Annual Leave, Holidays and Sick Time: We provide 25 days of paid annual leave per year, inclusive of privilege and casual leave, on a pro-rata basis. Any accrued annual leave balance in excess of 10 days is encashed each January. In addition, ZS has designated paid holidays and permits up to seven paid sick days per year.

Insurance: We offer a group insurance plan to cover hospitalization expenses for employees and up to three direct family members residing in the same household. Additionally, ZS pays for an annual Executive Health Check. ZS provides accident insurance and business travel insurance for employees. ZS also provides life insurance coverage in the amount of three times your annual gross salary, with ZS paying these premiums in full.

Meals and Transportation: ZS provides meals during regular working hours and based on project needs. ZS also arranges shared daily commute transit for employees within defined geographic zones. For details please refer to Appendix 2.

Broadband access: ZS will provide a broadband allowance of INR 1,500 per month through payroll. We will also reimburse a one-time 'installation charge' of INR 500 against the receipt from your broadband service provider. We expect that you install a high-speed broadband connection at home to enable you to work remotely for project demands, and recommend at least a 2.0 MBPS wired connection. ZS retains the right to conduct random audits to ensure appropriate use of the allowance.

Finally, the following elements of your offer relate to logistics: getting you to ZS and getting you started.

Relocation: We will provide relocation assistance to help you move closer to your ZS office. If you are relocating from another city, ZS provides the following support:

- Upon your arrival, ZS will provide up to 2 weeks (14 days) of temporary guest house accommodation on a twin sharing basis. ZS will direct pay the guest house accommodation.
- ZS will provide a onetime relocation allowance of INR 30,000 to Associates through the second month's payroll. If you do not complete one full year (12 months) of continuous



full-time employment with ZS, then you agree to refund the relocation allowance and the expenses incurred for the accommodation and travel entirely. The relocation allowance is considered taxable income.

If you are relocating within cities, ZS will provide you with a relocation allowance if you wish to relocate closer to the office. For more details, please free to contact Akanksha Jaiswal (Akanksha.Jaiswal@zs.com) if you will be relocating within Delhi or Shweta Bhakre (Shweta.Bhakre@zs.com) or Seema Barage (Seema.Barage@zs.com) if you will be relocating within Pune.

Confidentiality and Employment Agreement: Our work at ZS often involves the use of confidential information of our clients, as well as the development and use of ZS proprietary software and processes. In order for you to start employment with ZS, you will be required to sign the employment agreement. If you have questions regarding this agreement, please do not hesitate to ask.

ZStart and Orientation: New associates who begin employment between ZStart sessions participate in an office-based Orientation program to gain a basic understanding of ZS culture and work. The ZStart Academy program, held several times per year is designed to provide a deeper view of the issues you will solve and the skills you will develop at ZS. Both session provide an excellent opportunity to get to know other new ZS associates.

Start Date and Formalities: We prefer that individuals start employment with ZS on Mondays. Once you accept our employment offer, a Human Resources representative will contact you to finalize a start date.

This offer is subject to verification of original certificates of educational qualifications and other documents listed below. At the time of joining, you are required to bring the following:

- Original certificates of all educational qualifications, each with a photocopy
- Adhaar Card
- Proof of age (Pan Card or Passport photocopy)
- Relieving letter photocopy
- Photocopy of the latest salary slip from your current employer (if employed)
- Two passport-size photographs

We are pleased by the possibility of you starting your ZS career in this position. If you decide to accept this offer, please sign this letter electronically through DocuSign to return it to us. Should you decide not to accept, please decline through DocuSign so that your offer is closed.

Please know that we would like to hear from you regarding your decision as soon as possible. We will consider this offer to be valid until **16 April 2018**.



The elements of this offer are personal and specific to you, and accordingly, we do not consider them appropriate to be shared with colleagues or the general public. All details conveyed in this offer are based on our understanding of your expected completion of degree program, availability and likely start timing. We describe benefits and conditions currently in force as of today and expected to be ongoing at the time you join. If, in the course of your interviews, we solicited references or indicated the need for a background check, this offer is contingent upon successful completion of reference and/or background checks. If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to call me.

We look forward to you joining ZS and helping ZS (and you!) continue to grow and prosper in the future!

Sincerely,

Tarun Pandey
Office Managing Principal

DocuSigned by:
Signature: Abhishek Sharma
4E1EE7E55BA94BB...
Name as it appears on PAN card or passport: Abhishek Sharma
Date Signed: 07-Apr-2018

Focus Academy for Career Enhancement
An IIM Graduates' Enterprise



February 20, 2018

Mr Ajit Kumar Singh
6H-NBH,
AIT, Pune,
Alandi Road-411015

Dear Ajit Kumar Singh,

Further to our interactions with you, we are pleased to offer you an Internship position in Training Department at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

In addition to the duties that were outlined during your interview, 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. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration during your internship. You are required to be in formals (formal sari for women/business formals for men) for the period of the induction training and subsequently when you travel as a trainer. Your base location and date of joining will be intimated closure to your joining.

This internship is strictly full-time. During your internship, you will be paid stipend of Rs.8,000/- per month plus an accommodation allowance (depending upon your base location). A full-time offer of employment with CTC of Rs.2.64 lacs per annum may be made based on your performance during the period of internship. It is possible that you may be posted to other base locations (different from your base location during internship) when being made a full-time offer.

Thank you.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd

Arumugam N Vadivelu
Manager-Human Resources

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

Focus Academy for Career Enhancement

An IIM Graduates' Enterprise



FACE

February 20, 2018

Mr Ajit Kumar Singh
6H-NBH,
AIT, Pune,
Alandi Road-411015

Dear Ajit Kumar Singh,

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Thank you.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd



Arumugam N Vadivelu
Manager-Human Resources

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

18.215



JOHN DEERE

John Deere India Private Limited
CIN - U74220PN1997PTC112441
Unit: John Deere Technology Centre
Cyber City, Magarpatta City,
Hadapsar, Pune 411 013, India
Tel : +91 (20) 6642 5000
Fax: +91 (20) 6642 5001



Date: June 6, 2018

Mr. Aman Kumar

Dear Aman,

It gives us great pleasure to welcome you to John Deere India Pvt. Ltd (John Deere or Company). With making this leap to John Deere, you have become a part of a global company that takes pride in providing a value based workplace and exciting growth opportunities to its employees. Beginning here, starts your journey of delivering challenging projects in an innovation driven and enriching workplace.

John Deere takes pride in its more than 175 year old heritage and experience in developing technology and equipment that helps billions of people achieve a better quality of life. Being affiliated with John Deere brings a sense of purpose and satisfaction that comes from working with talented employees in a reputed organization that provides quality products and services to its customers. It's an exciting time to work here!

We are confident that you would take the right decision of joining us. Enclosed herewith is your detailed Appointment Letter. Your date of appointment is effective from the date of joining which shall be not later than **July 02, 2018**. If you do not join by this date this appointment stands withdrawn - unless the date of joining is extended and communicated to you in writing.

Please get in touch with us in case you have any queries regarding the components of this letter.

We wish you a successful career with John Deere India Private Limited!

**Yours Faithfully,
For John Deere India Private Limited**

**S Payal
General Manager**

Registered Office: Tower XIV, Cyber City, Magarpatta City, Hadapsar, Pune 411 013. India.
Tel: + 91 (20) 66425000, Fax: + 91 (20) 66425001
Website: www.deere.co.in

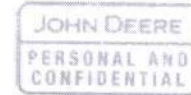
Signature invalid

Digitally signed by S Payal
Date: 2018.06.06 19:05:30
Reason:
Location:



JOHN DEERE

John Deere India Private Limited
CIN - U74220PN1997PTC112441
Unit: John Deere Technology Centre
Cyber City, Magarpatta City,
Hadapsar, Pune 411 013, India
Tel : +91 (20) 6642 5000
Fax: +91 (20) 6642 5001



Date: June 6, 2018

Mr. Aman Kumar
Secunderabad, Telangana - 500087

Subject: Appointment Letter

Please refer to the application for the post of **Graduate Engineer Trainee** and subsequent discussions you had with us. We are pleased to appoint you on the following terms and conditions:

A) Appointment

1. JOB TITLE & POSITION:

You will be appointed and designated as **Graduate Engineer Trainee**.

2. JOINING LOCATION:

On your date of joining, you will report for duty at the following address:
John Deere Technology Center, Tower # 14, Cybercity,
Magarpatta City, Hadapsar, Pune - 411 028

3. REPORTING:

You will report to such manager / supervisor who will be assigned by the Company as your supervisor from time to time

4. PROBATION & CONFIRMATION:

You will be on probation for a period of 12 months from the date of joining and will continue to be on probation until your services are confirmed, in writing, by the Company. Confirmation will be dependent upon your satisfactory performance, no integrity or performance related issues being highlighted as part of reference / background check that the Company may conduct and you being declared and remaining medically fit by a medical officer or by a doctor specified by the Company.

5. PLACE & NATURE OF WORK:

Your services may be transferred or rotated to any of our establishments, other place of business of the Company, it's subsidiaries, departments or associates of the company whether in or outside India or, any other job of whatsoever nature as the management may deem fit from time to time as per business exigencies, anywhere in or outside India.

6. HOURS OF WORK AND PAID HOLIDAYS:

Your working hours will be governed by applicable law and Company may revise the same from time to time. You will observe the working hours and holidays normally observed by the Department you are assigned to. Because of frequent contact with overseas offices and compliance with various deadlines, it will be necessary from time to time to report for work earlier and / or to work later, all as required. There will be no compensation for additional time worked beyond the normal office hours. You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time by the Company.

Registered Office: Tower XIV, Cyber City, Magarpatta City, Hadapsar, Pune 411 013. India.
Tel: + 91 (20) 66425000, Fax: + 91 (20) 66425001
Website: www.deere.co.in



7. RETIREMENT AGE:

The retirement age is 60 years. The actual date of retirement shall be the last working day of the calendar month on which your 60th birthday falls.

B) Compensation

1. REMUNERATION PACKAGE:

Annual Fixed CTC: **Rs. 610008 only**

Variable Annual Pay (Short Term Incentive - STI): **Rs. 36601 only**

This shall be paid as per the company performance & policy

Total Cost to Company: Rs. 646609 only.

2. COMPENSATION ADMINISTRATION & DELIVERY:

Increments will not be automatic. Your compensation will be reviewed, in accordance with the review cycle determined by the Company and shall be based on your performance during training / probation and thereafter, business performance and market pay trends.

3. The Salary structure is enclosed herewith as **Annexure "A"**.

C) Other Benefits

Please refer to Annexure "A".

D) Terms and Conditions of Employment

Please refer to Annexure "B".

Please note that the Annexure(s) form integral part of this Appointment letter and should be read in conjunction with the above terms and conditions.

**Yours Faithfully,
For John Deere India Private Limited**

**S Payal
General Manager**

**Pankaj Mohite
(Verified & Checked by)**

DECLARATION

I, (Indicate name in full) have read and understood the aforesaid terms and conditions and Annexure(s) of the Appointment Letter. I understand them fully and do hereby accept the employment.

Name :

Signature :

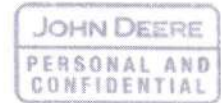
Date :

Enclosures:

- Salary Structure
- Term and Conditions



Annexure A



Salary Structure¹

Name: Aman Kumar
Designation: Graduate Engineer Trainee
Department: Engineering Services
Compensation Grade: 5A

Currency unless otherwise noted: INR

Element of Compensation	Minimum	Target	Maximum
Annual Fixed CTC ²	610008	610008	610008
Short-Term Incentive (STI) ³	0	36601	73201
Long-Term Incentive Cash (LTIC) ⁴	0	0	0
Total Cost to Company	610008	646609	683209
Variable Pay Rates			
STI rate as percent of annual fixed CTC	0%	6%	12%
LTIC rate as percent of midpoint	0%	0%	0%

(1) The intent of this comparison is to show your total compensation. It is an estimate and is not intended to represent your actual earnings during the fiscal or calendar year. Actual earnings will differ from this estimate due to timing of the change and how variable pay is administered when changes occur.

(2) Annual fixed CTC is your monthly fixed CTC times 12. Your total eligible earning is your total fixed salary earned during the fiscal year. Any pay changes you may have had during this period will be taken into account, while calculating your total eligible earnings for STI payouts.

(3) STI is an annual cash award based on performance metrics during the fiscal year (01 November – 31 October). It supports the Company’s compensation philosophy of providing exceptional pay potential when we achieve sustained, exceptional performance for shareholders – Performance That Endures. STI is payable to eligible employees who are on the rolls of the Company as of 31 October of the year, and is included with the December salary. This amount is prorated based on your service period for the relevant fiscal year. The metrics may differ by division. Specific goals must be met before an award will be paid. Commission-based employees may not be eligible for STI.

(4) MTI is a cash award based on performance metrics for a multi-year performance period. Recipients of an MTI award must be in a qualifying grade as of the eligibility date of 30 September, 13 months prior to the award date. The rate displayed for MTI is applied to the salary grade midpoint (monthly times 12) in effect 13 months prior to the award date.

(5) Variable pay is subject to change at any time. John Deere and its parent company Deere & Company reserves the right to suspend, amend, modify, or terminate the Plan(s) in its sole discretion. Changes, which can be made at any time, are made by action of the Company’s board of directors, or to the extent authorized by resolution of its board of directors, or by the Deere & Company Compensation Committee. In the event of a conflict between the language of the official Plan Documents and this document, the language of the official Plan Documents will control.

Signature invalid
 Private & Confidential
 Digitally signed by [Name] on 2018.06.06 10:30 +05:30
 Reason:
 Location:



Annexure - I

NAME	Aman Kumar	
UNIT	JDTCI	
GRADE / BAND	5A	
DESIGNATION	Graduate Engineer Trainee	
DEPARTMENT	Engineering Services	
LOCATION	Pune	
COMPENSATION (FIXED CTC) INR	610008	
COMPENSATION STRUCTURE		
	Monthly	Annual
MONTHLY COMPONENTS		
Basic	17792	213503
House Rent Allowance	7117	85401
Uniform Maintenance Allowance	300	3600
Education Allowance	200	2400
Medical Reimbursement	1250	15000
Conveyance Allowance	1600	19200
Professional Development Allowance	2000	24000
Superann. Equalization Allowance	2669	32025
National Pension Scheme Equalization	1779	21350
Leave Travel Assistance Allowance	1483	17792
Other Allowance	9721	116652
Total Gross Salary	45911	550923
ANNUAL COMPONENTS		
Leave Travel Assistance	0	0
Bonus / Ex Gratia	833	10000
Total Annual	833	10000
RETIRALS		
Provident Fund	2135	25620
Gratuity	855	10265
Superannuation (Optional)	0	0
National Pension Scheme (Optional)	0	0
Total Retirals	2990	35885
BENEFITS		
Meal Benefit	1100	13200
Total Benefits	1100	13200
TOTAL FIXED CTC	50834	610008
VARIABLE PAY		
A. Short Term Incentive (STI)		36601
Payout at Target (100%)		
TOTAL (Fixed CTC + STI @ Target)		646609

Compensation is subject to all applicable Income Tax laws currently in force.

Please keep your compensation details strictly '**CONFIDENTIAL**'. Contact HR for any clarifications.

You agree that the Company has the right to withhold a partial or full Compensation including Variable Pay at any point of time.



JOHN DEERE

EXPLANATORY NOTES:

Uniform Maint. Allowance: You will be required to submit details of expenditure incurred by you to determine taxability of the same. Tax benefit applicable only to those employees who are required to wear a uniform, provided by Company.

House Rent Allowance: Income Tax benefit available to the extent of actual rent paid. Employee needs to submit proof of rent paid by submitting a copy of the Rent Agreement and proper stamped rent receipts.

Education Allowance: Please submit details of actual expenditure incurred by you to determine the taxability.

Medical Reimbursement: The same would be payable on monthly basis. Tax benefit will be given on actual expenses incurred. You will need to submit the details of medical expenditure along with all supporting before March 1st, every year to determine the taxability of the same.

Conveyance Allowance: Taxable as per Income Tax Act.

Professional Development Allowance: Employee can get a tax benefit on purchase of relevant books or attending programs aimed at professional development. It does NOT cover purchase of newspapers or club memberships. Payable monthly but employees will need to submit relevant vouchers in the month of March to claim tax benefit. Check with HR for details.

Provident Fund & Gratuity: You are eligible for provident fund and gratuity upon your employment commencement. Both you and the Company shall make contributions in accordance with the provisions of the Employees Provident Funds and Miscellaneous Provisions Act 1952, if applicable. If eligible, you would be entitled to gratuity in accordance with the Payment of Gratuity Act 1972.

Superannuation / Superannuation Equalization Allowance: Employees in all Grades can opt for superannuation. It is purely voluntary. Superannuation is governed by the rules and regulations framed under Superannuation Trust and their changes from time to time. If an employee does not want to participate in the Superannuation scheme, then the Superannuation Equalization Allowance will be paid in lieu thereof. Superannuation Equalization allowance will be paid as monthly allowance and will be taxable as per the Income Tax rules.

National Pension Scheme / National Pension Scheme Equalization: Employees in all Grades can opt for National Pension Scheme. It is purely voluntary. National Pension Scheme is governed by the rules and regulations framed under Pension Fund Regulatory and Development Authority and subject to changes from time to time. If an employee does not want to participate in the National Pension scheme, then the National Pension Scheme Equalization will be paid in lieu thereof. National Pension Scheme Equalization will be paid as monthly allowance and will be taxable as per the Income Tax rules.

Leave Travel Assistance (LTA) \ Leave Travel Assistance Allowance: Employee can opt for Leave Travel Assistance Allowance. It is purely voluntary. If an employee opts for Leave Travel Assistance Allowance then allowance will be paid monthly. If employee does not opt for LTA Allowance then it would accumulated until employee claims for LTA. LTA and LTA Allowance will be taxable as per the Income Tax Rules.

Bonus / Ex Gratia: Payable annually during the Diwali festival. Will be pro-rated for period of service.



JOHN DEERE

Mediclaime Coverage: Company policy covers the employee and three dependents. Currently, coverage amount is 3.50 lacs upto grade 7 and Rs 4 Lacs for grade 8 and above. An employee can cover dependent parents by paying the extra premium. Please check with HR for details.

Group Personal Accident Policy (GPA): You will be covered by the Group Personal Accident insurance policy as per Company rules. Currently all the employees are covered for a GPA policy of Rs. 15,00,000/- each for 24 hours, 365 days.

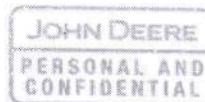
Group Term Life (GTL) – GTL is a benefit extended by company that provides life cover of three times of Total Annual Fixed Pay to all the employees. The premium cost is borne by the company. In addition, employee has the choice of increasing the cover two more times the Total Annual Fixed Pay by paying premium for additional sum assured.

Transport: Company provides Transport facility at subsidized rate. For employees availing the facility, appropriate deductions will be made. This is subject to change at Company's discretion.

Other Benefits:

Company Leased Car Plan (CLCP): It is a voluntary program. On confirmation, eligible employees who opt for CLCP, the car lease amount will be reduced from Other Allowance and paid to the leasing company. Check with HR for details.

Meal Card: All employees will be given a Meal Card for availing the Canteen facility. Fringe Benefit Tax as per Income Tax rules is applicable and will be deducted annually in February payroll.



Annexure B

Terms and Conditions of Employment

1. BACKGROUND/ EMPLOYMENT VERIFICATION:

By accepting the appointment, you are formally authorizing the Company to conduct a reference check and / or a background check on you and agree to undergo medical examination by a doctor authorized by the Company at the time of joining or, any time during the employment with the Company.

Discrepancy, if any, in this regard, the Company at its discretion will initiate required action without reference to you.

On separation, you also authorize the Company to provide feedback to your next employer on employment details required.

2. DUTIES:

- a) You are to devote your whole time, attention and ability to the interest of the Company.
- b) You are to treat as strictly confidential the affairs of the Company and its customers of which you may be cognizant particularly the drawings, quotations, specifications and other manufacturing information.
- c) You are not to interest yourself in any business or do any trading on your account
- d) You will not take up any other professional assignment, either part time or full time, honorary or for remuneration, including public offices, without the prior written approval of the Company.

3. CODE OF CONDUCT:

John Deere prides itself as a company with the highest order of ethical conduct in its dealings with associates, customers, suppliers, agents and governments. As part of your employment agreement with the Company, you will be expected to sign and be bound by CBC and Patent & Confidential Agreement. You will also be expected to adhere to the Company's policies and procedures, framed from time to time.

4. TERMINATION OF EMPLOYMENT:

During the probationary period, either party will be entitled to terminate the contract of employment by giving 14 days' notice in writing to the other or payment in lieu thereof. After confirmation, the Company may terminate your services without assigning any reason, by giving a notice period of ninety calendar days' or Basic salary in lieu thereof. In case you wish to resign or leave the service of the Company you will be required to give three month's prior notice in writing. The Company at its sole discretion may accept three month's Basic salary, or part thereof, in lieu of the notice.

If in the reasonable opinion of the Company you are guilty of misconducts, violated the provisions of the Code of Business Conduct (earlier known as "Business Conduct Guidelines") (CBC), policies, workplace harassment etc. Company may terminate your employment without notice and any payment thereof. Misconduct includes but is not limited to dishonesty, theft, misrepresentation, charged with any criminal offence, adjudged insolvent or become bankrupt, breach of CBC, policies and/or refusal to obey reasonable command of Company, supervisor, applicable laws and rules.

5. ON SEPARATION:

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



JOHN DEERE

9. Notwithstanding anything contrary stated herein, breach of any of the above terms and conditions will render you liable for termination of your employment without notice or compensation thereof.

10. In accordance with the standard practice of the Company, we request you to treat the terms of your employment as private & confidential.

11. All the terms and conditions of employment with the Company will be governed by the rules and regulations, policies, procedures and guidelines of the Company, which are subject to change from time to time, at the sole discretion of the management, without giving any notice or assigning any reason thereof.

MUST GARMENTS
LENNY APPARELS LTD

54-56, DEPZ, GANAKBARI, SAVAR, Dhaka, Bangladesh
Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

December 4, 2017

18.216

Mr. Amandeep Saini,
Jammu and Kashmir,
India

Dear Mr. Amandeep Saini,

Re: Letter of Employment

We are pleased to confirm your employment with our company under the following terms and conditions.

1. Designation : **MT - Maintenance**

2. **Working hours** are as follows :

Saturday to Thursday 7:30 AM to 6:30PM

From time to time in order to fulfill the duties of your position and the company's commitments, you may work outside these normal working hours. There will be no Overtime pay for such extra hours.

3. **Compensation** : **USD 700/-** per month inclusive of all allowances.

Employees are entitled to one month salary as bonus (usually paid along with the salary of October or November, depending on the month in which the Indian festival of Diwali is celebrated) subject to the following conditions:

- The Employee has completed one year of service with the organization
- The Employee is still under employment with the organization at the time of payment

Discretionary performance bonus, if any, will be at the sole discretion of the management

Housing :

The company will provide you with **Shared Accommodation** as per the rules of the company. All basic furnishing, gas, electricity and water bills will be fully paid by the Company subject to the bills being reasonable. Any damage caused by mishandling shall be repaired at your cost.

Conveyance:

You will be provided **Pick and Drop Facility** as per rules of the company.

4. **Commencing Date** : The commencement date will be on or before **1st July 2018**.

[Handwritten Signature]

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5. **Terms of the Contract :**

This is a Two (2) year contract starting from the commencement date as mentioned above. Unless otherwise agreed, the Contract will be automatically renewed for another two (2) years in accordance with current terms & condition .

6. **Income Tax Liability :**

Tax Liability in Bangladesh, if any will be taken care by the Company.

7. **Annual Leave**

You will be entitled to **15 working days annual leave**. There are two Eid festivals during the year and each occasion we give 3 to 4 days leave on top of the public holidays. Should you have not completed one year with the company you will earn pro rata leave based on 1.25 days for every month served. Annual leave must be applied two months in advance.

It is a common practice for persons to claim immediate leave due to emergencies. The Company reserves the right to grant such leave after verification of the circumstances and only if applicable to immediate family consisting of father, mother, brothers, sisters, spouse and children. Unauthorized leave without proper notice may constitute breach of contract.

8. **Sick Leave**

You will be entitled to 7 days sick leave credited to you on a calendar year basis. Sick leave for more than a day in succession will be allowable only if accompanied by a doctor's certificate.

9. **Medical Scheme**

The Company shall bear hospitalization expense of the employee ONLY if admitted to a hospital in Bangladesh. Outpatient expenses shall not be borne by the Company.

10. **Travelling**

You may be required to travel abroad in order to perform your normal course of work. While you are on business trips, you are required to travel on economy class and stay in 3-star hotel.

11. **Air Ticket**

As normal practice, the company will provide your cost of Air travel and Visa expenses when you commence the job in Bangladesh. However if you resign from employment before one year of service then the joining ticket and visa expenses will be deducted from your dues. The company will provide you air passage upon completion of a 2-year employment contract to your home country, the onwards journey to your home town shall be borne by the employee. However, if you resign before the expiry of the contract, the company will not be responsible for your travel cost to return to your country .

12. **Visa and Immigration**

You will be allowed to bring and maintain your family. The visa fee, renewal cost and other related cost will be on account of Employee. We will gladly provide all assistance in regard to the same.

Admin

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13. Prohibition of other employment

You will not, without the written consent of the Company, take up employment on a part-time basis, or act as an agent, consultant, advisor, or in any capacity with other firms. All matters pertaining to the affairs of the Company and its clients are strictly confidential and no discussion is permitted with any third parties or persons outside the Company.

14. Restriction to receive gifts

You will not accept from suppliers or customers, gifts of any nature without the written consent of the Company.

15. Additional Duties

You may be required to undertake such other reasonable duties as from time to time appear necessary to assist in the successful operation of the company.

Your services may be transferred or reassigned at the discretion of the Company to any of our associate companies in the Group.

16. Probation

You are required to serve on probation for a period of 6 (six) months.

17. Termination Notice


- a) During the probation, the contract of employment may be terminated by either party by giving **03 days' notice** or salary in lieu of notice. **After 6 months probation, one month's notice** or salary in lieu of notice is required. However, such notice will not be served by the Company if the contract of employment is terminated due to reasons of embezzlement, fraud, misbehavior or any such other acts against the interests of the Company. Upon termination of employment, you are requested to vacate premises within three working days of such notice of termination and dues, if any, subject to **clause c below**, will only be paid to you after you have left the country where stationed and the same will only be paid into the bank account to which your salary is normally remitted to.
- b) In case, if the Company terminates your employment then the Company would bear the cost of your travel back to your home country.
- c) If any declaration or information furnished by you proves to be false, your services may be terminated by the management without any notice or compensation

If you are in agreement with the foregoing offer, would you please signify your acceptance by signing and returning the attached copy of this letter.

Yours sincerely
For and on behalf of
Lenny Apparels Limited


Nilesh Jain
CFO - Overseas Operations

Agreed and accepted by


Amandeep Saini
Passport No.: P4402204
Date: 5th/Dec/2017

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ADDENDUM

APPENDIX A

ACCEPTING GIFTS AND OTHER BENEFITS IN KINDS

You should not accept gifts, rewards, returns, commission, rebates and other benefits in kinds from our suppliers and customers. The above shall cover any invitation for lunch and dinner and any arrangement of leisure, funded enjoyment.

This is to notify you that under no circumstance should the above practice be allowed nor continued, the existence and continuation of which will not only damage our relationship with our suppliers and customers and adversely affect our mutual interest but also constitute a offence under the Bangladesh Law.


If you are found guilty of the above offence, you will be liable to a fine and/or imprisonment as per the laws of Bangladesh.

You are to put on record that we will have no hesitation in taking all necessary action to combat the above practice including but without limiting to taking disciplinary actions for any non-compliance with this notice and warning, and for any case of serious misconduct, reporting to the relevant authority for investigation and prosecution.

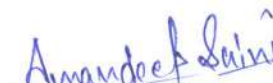
Moreover, as our employee, you are expected to devote your full time and effort to serve us and you are not allowed to take or assume at outsides works without our consent or approval. Any breach of this restriction will subject you to disciplinary action.

If you have any doubt, you shall immediately consult the undersigned.

Yours sincerely
For and on behalf of
Lenny Apparels Limited


Nilesh Jain
CFO – Overseas Operations

Agreed and accepted by


Amandeep Saini
Passport No.: P4402204
Date: 5th/Dec/2017

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APPENDIX B SECRECY AGREEMENT

Further to the letter of employment dated 4th December 2017 in respect of your employment as **MT - Maintenance** of our Company starting from 1st July 2018, we set out below terms and conditions governing Secrecy during/after your employment with our Company .

SECURITY AND CONFIDENTIALITY

- 1) You will not without the written consent of the Company during the continuance of your employment by the Company be engaged or interested, either directly or indirectly in any capacity, in any trade, business or occupation whatsoever other than the business of the Company.
- 2) You shall not, except as authorized or required by your duties, reveal to any person or Company any of the trade secret or secrets or operations, processes or dealings or any information concerning the Company and its personnel that is of a confidential nature including (without limitation) the organisation, business, operations, dealings, transactions, customers, marketing plans and business methods, gross margins, pricing and costing, finances, or other affairs of the Company or those of the Company's customers which may come to your knowledge during your employment by the Company at all times during and after your employment with the Company.
- 3) You shall not use or attempt to use any information mentioned in paragraph (2) above in any manner (either during your employment or after its termination) which may injure or cause loss either directly or indirectly to the Company or the Group.

NON-SOLICITATION

- 1) You acknowledge that in the course of your employment by the Company you have and will have dealings with suppliers and customers of the Company and, in order to safeguard the Company's goodwill and protect the Company's proprietary interests, you hereby agree to enter into the covenants appearing below
- 2) You covenant with the Company that you will not directly or indirectly, during your employment with the Company and for a period of twelve months after leaving the Company whether on your own account or on behalf of or in the course of employment by any other person, firm or corporation,
 - ask, encourage or solicit any employees of the Company or the Group, to leave their employment, solicit or make offer(s) of employment to any employee of the Company or the Group; and
 - solicit or attempt to solicit any customer of the Company or the Group to transfer or withdraw its business from the Company or the Group to any other person or entity; and
 - cause, induce or encourage (or attempt to cause or induce) any supplier of the Company or the Group to withdraw its supply of goods or services to the Company or the Group.

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NON-COMPETITION

You covenant with the Company that you will not, during your employment with the Company and for a period of twelve months after leaving the Company whether on your own account or on behalf of or in the course of employment by any other person, firm or corporation, to be employed, directly or indirectly on a full-time or part-time basis, or act as an agent, consultant, advisor, or in any capacity, for the following companies or persons:

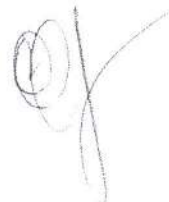
- 1) Any customers/accounts handled by you during your employment with the Company ; and
- 2) Any business that is in direct competition with the Company in relation to the customers /accounts managed by you during your employment; and
- 3) Any other company or business in the Epic Group including but not limited to the following companies:
 - Epic Designers Ltd, Hong Kong;
 - Alpha Start Ltd, Hong Kong;
 - Classic Textile Ltd, China;
 - Epic Designers (VN) Ltd;
 - Epic Designers Ltd, Bangladesh;
 - Epic Garments Manufacturing Ltd, Bangladesh;
 - Cosmopolitan Industries Pvt. Ltd, Bangladesh;
 - Epic America Inc., USA;
 - Epic Studio, USA;
 - Epic Studio, UK.; and
 - All companies owned or operated wholly or partially or having affiliation with all or one of Mr. Ranjan Mahtani, Sunil Daryanani, Dinesh Virwani, Kuttubudin Ahmed, Scott Felder, Jeff Burges, Ashok Melwani and their families.

INTELLECTUAL PROPERTY

You acknowledge that any designs, artworks, prints, patterns, etc. created by you during the course of your work with the Company or the Group shall be the property of the Company or the Group and that you shall have effectively assigned all rights on such designs, artworks, prints, patterns, etc. to the Company or the Group .

RESTRICTIONS

- 5) While the restrictions aforesaid are considered by the Company and you to be reasonable in all circumstances it is agreed that if such restrictions shall be adjudged to go beyond what is reasonable in all the circumstances for the protection of the business and goodwill of the Company, and the legitimate interests of the Company, but would be adjudged reasonable if part or parts of the wording thereof were deleted or modified, the said restrictions shall apply with such words deleted or modified, as the case may require.
- 6) You agree that, having regard to the facts and matters aforesaid, such restrictions are fair and reasonable and necessary for the protection of the business and goodwill of the Company, and legitimate interests of the Company, and you hereby agree that, having regard to those circumstances, those covenants do not work harshly or unfairly on you, and that they are just and equitable.



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MISCELLANEOUS


- 1) For the purpose of the paragraphs above:-
 - (a) "EMPLOYEE" means any person who is at such date an employee of the Company or whose services terminated within twelve (12) months prior to such date.
 - (b) "CUSTOMER" means any person, firm or corporation who or which was at the time of your ceasing to be employed by the Company or had been at any time during the last twelve months of your employment by the Company a customer or a prospective customer of the Company with whom you had dealings or negotiations in the course of your employment by the Company.
 - (c) "GROUP" means the Company together with its affiliates including, without limitation, Lenny Fashions Limited, Kwun Tong Apparels Limited, MRS Fashions W.L.L., Pacha Fabrique SAE, Macton Investment Limited, Fashion Apparels LLC, Hoi Bun Fashions Ltd Zhongshan Time Apparel Company Limited, MGC USA Inc, and Must Europe Limited, Must World DMCC, Sidney Apparels LLC, Must World WLL.
- 2) The paragraph headings in this letter are inserted for convenience only and should be ignored in construing the terms of this letter.
- 3) If any legal terms of this letter are held to be invalid, illegal or unenforceable the validity, legality and enforceability of any term shall not be affected thereby.
- 4) The terms set out in this letter shall be governed by the laws of Hong Kong and the laws of the country where stationed.

To confirm your acceptance of these revised conditions of employment by the Company, please sign, date and return to the Company the duplicate copy of this letter that is attached.

Yours sincerely
For and on behalf of
Lenny Apparels Limited


Nilesh Jain
CFO – Overseas Operations

Agreed and accepted by


Amandeep Saini
Passport No.: P4402204
Date: 5th Dec 2017

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Phone: 7789065, Fax 7789070, Email : Admin@lennyfashions.com

APPENDIX C


Corporate Policy on Use of Software

1. The Company has licensed copies of computer software from a variety of publishers. Licensed and registered copies of software programs have been placed on computers within the organization and appropriate backup copies made in accordance with the licensing agreements. No other copies of this software or its documentation can be made without the express written consent of the software publisher. List of authorised software on the computer is listed in List A.
2. Our Company will provide copies of legally acquired software to meet all legitimate needs in a timely fashion and in sufficient quantities for all of our computers. The use of software obtained from any other source could present security and legal threats to the organization, and such use is strictly prohibited.
3. In some cases, the license agreement for a particular software program may permit an additional copy to be placed on a portable computer or home computer for business purposes. Employees will not make such additional copies of software or documentation for the software without the written approval of and authorised signatory of the Company's Information Technologies Department.
4. The unauthorized duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for the Company employees. Employees who make, acquire, or use unauthorized copies of computer software or documentation will be subject to immediate discipline, up to and including immediate termination of employment.
5. Employees are prohibited from Installing/Copying/Downloading any copyrighted software/programs or documentation onto their computers or laptops. Employees who do so will be subject to immediate discipline, up to and including immediate termination of employment.
6. The Company Employees shall not download or upload unauthorized software over the internet.
7. The Company reserves right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software.
8. These controls may include frequent and periodic assessments of software use, announced and unannounced audits of company computers to assure compliance, and the removal of any software found on the Company's property for which a valid license or proof of license cannot be determined, and disciplinary actions, including termination, in the event of employee violation of this policy.

Yours sincerely
For and on behalf of
Lenny Apparels Limited


Nilesh Jain
CFO – Overseas Operations

Agreed and accepted by


Amandeep Saini
Passport No.: P4402204
Date: 5th Dec/2017

LENNY APPARELS LTD


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List A - (List of Authorised Software)

- 1) Operating Systems
 - a) Windows 98
 - b) Windows 95
 - c) Windows ME
 - d) Windows NT 4.0
 - e) Windows 2000 Server
 - f) Windows 2000 Professional

 - 2) Microsoft Office 97
 - a) Standard Version (Outlook, Word, Excel, Powerpoint)
 - b) Professional Version ((Outlook, Word, Excel, Powerpoint, Access)
 - c) Access Runtime Installation for InfoSolutions.

 - 3) Microsoft Office 2000
 - a) Standard Version (Outlook, Word, Excel, Powerpoint)
 - b) Professional Version ((Outlook, Word, Excel, Powerpoint, Access)

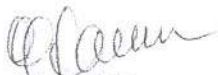
 - 4) Third Party Software
 - a) InfoGL
 - b) InfoGarment
 - c) Trims
 - d) Fabric
 - e) Hexagon
 - f) OPTIM
 - g) DacEasy
- 

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- 5) Miscellaneous Software
- a) Norton Antivirus
 - b) Winzip
 - c) MSN Messenger
 - d) Adobe Acrobat Reader
 - e) AOL
 - f) AOL Instant Messenger
 - g) FaxPress
 - h) Alladin Expander

Yours sincerely
For and on behalf of
Lenny Apparels Limited


Nilesh Jain
CFO - Overseas Operations

Agreed and accepted by


Amardeep Saini
Passport No.: P4402204
Date: 5th/Dec/2017



18.2.18

APPOINTMENT LETTER

March 28, 2018

Mr. Anil Kumar
Rajesh Kumar H.No 84 Az/R2
Dharmapura Extension Najafgarh
Delhi - 110043

Dear Anil Kumar,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

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 the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You may be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such 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 Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter 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 Wipro for your role, and you successfully completing the pre-joining assessment based on the training module, in the prescribed format and time frame as informed to you.
- g. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800

7458009



- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Wipro policy.
- e. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results 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 Wipro.
- c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the policy of Wipro.
- e. Wipro Medical Assistance Scheme (MAS) and Contributory Medical Insurance for your band and stream provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by Wipro for management employees, comprising pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above. 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 Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics 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 which 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.

Registered Office:

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Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800



5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and 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 Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - 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 Wipro'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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (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 Wipro.

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 Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (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 Wipro during the six (6) months preceding the date of separation.

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800

7458009



9. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. 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 Agreement.

- a. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter 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 Wipro and you relating to the same subject matter.
- c. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. 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. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
- e. Your appointment cannot be further processed and will be treated as withdrawn in the event of:
 - i. Your failing to clear any remaining backlog papers, and/or
 - ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 10th Standard.
 - iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iv. For Graduates: A. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
B. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

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 Wipro 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 serve the company for a period of 15 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 pay to the company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the company.

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India C : L32102KA1945PLC020800

7458009



11. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 Wipro desires the employee to continue the employment during the notice period the employee shall do so.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

12. On Separation:

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

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

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager - Talent Acquisition

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on __/__/__

Name: _____ Signature: _____

Date: __/__/__ Place: _____

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800



akanksha sharma <akkasharma03@gmail.com>

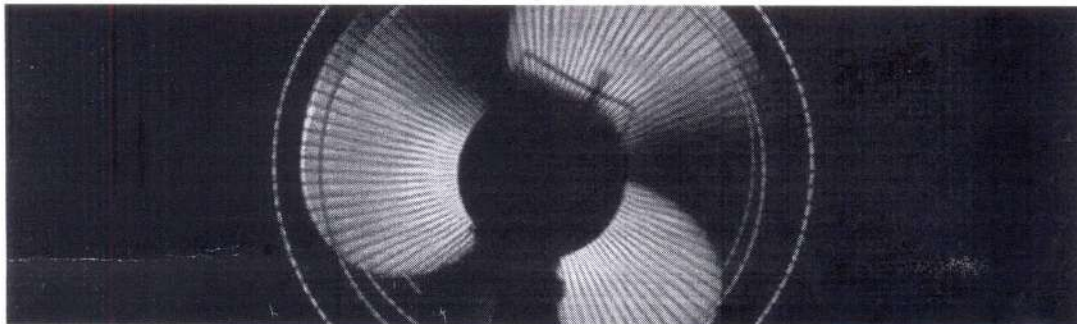
Deloitte US India Recruitment Process | Letter of Intent

1 message

USI Advisory Campus (US - Hyderabad) <usiadvisorycampus@deloitte.com>
To: "USI Advisory Campus (US - Hyderabad)" <usiadvisorycampus@deloitte.com>

Sun, Nov 5, 2017 at 9:41 AM

Deloitte in India | 5 November 2017

**Congratulations!
Letter of Intent to Hire**

Dear Ankush

On behalf of Deloitte Risk and Financial Advisory India Private Limited (the "Employer" or "Company"), we are pleased to confirm our Letter of Intent to Hire you as an "Analyst".

We extend this Letter of Intent, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization.

As a token of your acceptance of this Letter of Intent, please reply to all copied on this mail indicating your acceptance of our offer within two business days of receipt of this mail, after which period this offer shall lapse automatically.

A detailed offer letter describing the terms of your employment and related contingencies will follow post your acceptance of this Letter of Intent.

Everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team. If you wish to discuss any detail of this letter, please feel free to contact us.

Thank you!

Regards,

Talent Acquisition Team | Deloitte in India

As used in this document, "Deloitte" means Deloitte LLP and its subsidiaries. Please see www.deloitte.com/us/about for a detailed description of the legal structure of Deloitte LLP and its subsidiaries. Certain services may not be available to attest clients under the rules and regulations of public accounting

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Godrej & Boyce Mfg. Co. Ltd.

Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

Corporate Human Resources Department

Ref: HK/HR/PP-OFFER'2018-19/TO-72

Date: 11th April 2018**Dear Mr. Anurag Katara,**

Greetings from Godrej!

We are delighted to have you coming on board on 23rd July, 2018.

We are sure that you are keenly looking forward to what's in store for you upon your joining us.

To make your transition in Godrej smooth, we have planned a comprehensive Corporate Orientation Program at our Vikhroli Establishment in Mumbai.

Your portfolio / assignment and the place of posting will be shared with you after the Corporate Orientation Program.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

Phase I (At the time of Joining):- Corporate Orientation Program, followed by:

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (or)
- On-The-Job Training, as applicable

Phase II (Mid-Year): - Developmental Program(s)

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (or)
- On-The-Job Training, as applicable

Phase III (Upon completion of the Training): - Organization level Development Programs (Common for all) followed by:

- Advanced Programme of Technical Training Program (or)
- Sales, Service and Marketing Training Program (or)
- On-The-Job Training, as applicable

When you take up the assignment we have earmarked for you, you will have a 'buddy' to help and guide you in the initial days.

Please feel free to speak to / write to us for any information that you may need:

Mr.Kamal Sharma (sharmak@godrej.com, 022-67961420)

Mr.Mitesh Kanojiya (miteshk@godrej.com, 022-67961447)

Ms.Rachna Bhuse (rachna@godrej.com; 022-67961454)

We look forward to you becoming part of the exciting growth journey at Godrej!

Warm Regards,



Harpreet Kaur
Senior Vice President & Head -
Corporate Personnel & Administration

Encl.: Offer Letter





18.221

Date:-

Name:-

Address:- Army Institute of Technology, Pune

Letter of Intent

Congratulations!! We are happy to offer you the position of "Associate Engineer". We look forward to your arrival at our company. Tentative date of joining will be **2nd July 2018**.

We wish to let you know that this Letter of Intent is contingent upon you clearing assessments of your education, past employment, criminal history and (if applicable) professional qualification(s). In the event that the background assessments result in any adverse finding, the Company reserves the right to withdraw this Letter of Intent at any stage.

Your total cost to the company will be **INR. 565,000/- (Rupees Five Lakhs Sixty-Five Thousand only) per annum**. The payment shall be subject to taxes as applicable. A detailed CTC break-up, mentioning your cash and other allowances/perks, is (Annexure I) for your reference.

CTC Structure (ANNEXURE-I)		
Components of Salary	Rs. / Month	Rs./ Annum
A. Monthly Salary		
Basic Salary	12,138	145,656
House Rent Allowance	6,069	72,828
Travelling Allowance	1,600	19,200
FBP	10,384	124,608
Special Allowance	10,269	123,228
Gross Salary	40,460	485,520
B. Performance Bonus*	2,917	35,000
C. Standard Benefits		
Provident Fund(employer contr)	1,457	17,479
Gratuity	583	7,002
Medical Insurance Premium	1,667	20,000
	3,707	44,480
Total Cost to the Company		565,000

*Performance Bonus is a variable component and will be paid as per the bonus policy of the company

Best Regards,
For FMC Technologies India Private Limited

(Niranjan Desai)
Manager – Human Resources

Ashok Kumar Chaulan

MUST GARMENTS
KWUNTONG APPARELS LTD 76
59-87, AEPZ, ADAMJEE NAGAR, NARAYANGONJ, Dhaka, Bangladesh

December 21, 2017

Dear Mr. Athul Raj,
Pune,
India.

18.222

Dear Mr. Athul Raj,

Re: Letter of Employment

We are pleased to confirm your employment with our company under the following terms and conditions.

1. **Designation :** MT- Maintenance

2. **Office hours** are as follows :

Saturday to Thursday 7:30 AM to 6:30PM

From time to time in order to fulfill the duties of your position and the company's commitments, you may work outside these normal working hours. There will be no Overtime pay for such extra hours.

3. **Compensation:** USD 700/- per month inclusive of all allowances.

Employees are entitled to one month salary as bonus (usually paid along with the salary of October or November, depending on the month in which the Indian festival of Diwali is celebrated) subject to the following conditions:

- The Employee has completed one year of service with the organization
- The Employee is still under employment with the organization at the time of payment

Discretionary performance bonus, if any, will be at the sole discretion of the management

Housing :

The company will provide you with Bachelor accommodation in Rupayan housing, Narayangonj. All basic furnishing, gas, electricity and water bills will be fully paid by the Company subject to the bills being reasonable. Any damage caused by mishandling shall be repaired at your cost.

Conveyance :

You will be provided Pick and Drop Facility as per rules of the company

4. **Commencing Date :** The commencement date will be on or before 1st July 2018.



KWUNTONG APPARELS LTD

59-87, AEPZ, ADAMJEE NAGAR, NARAYANGONJ, Dhaka, Bangladesh

5. **Terms of the Contract :**

This is a Two (2) year contract starting from the commencement date as mentioned above. Unless otherwise agreed, the Contract will be automatically renewed for another two (2) years in accordance with current terms & condition .

6. **Income Tax Liability :**

Tax Liability in Bangladesh, if any will be taken care by the Company.

7. **Annual Leave**

You will be entitled to **15 working days annual leave**. There are two Eid festivals during the year and each occasion we give 3 to 4 days leave on top of the public holidays. Should you have not completed one year with the company you will earn pro rata leave based on 1.25 days for every month served. Annual leave must be applied two months in advance.

It is a common practice for persons to claim immediate leave due to emergencies. The Company reserves the right to grant such leave after verification of the circumstances and only if applicable to immediate family consisting of father, mother, brothers, sisters, spouse and children. Unauthorized leave without proper notice may constitute breach of contract.

8. **Sick Leave**

You will be entitled to 7 days sick leave credited to you on a calendar year basis. Sick leave for more than a day in succession will be allowable only if accompanied by a doctor's certificate.

9. **Medical Scheme**

The Company shall bear hospitalization expense of the employee ONLY if admitted to a hospital in Bangladesh. Outpatient expenses shall not be borne by the Company.

10. **Travelling**

You may be required to travel abroad in order to perform your normal course of work. While you are on business trips, you are required to travel on economy class and stay in 3-star hotel.

11. **Air Ticket**

As normal practice, the company will provide your cost of Air travel and Visa expenses when you commence the job in Bangladesh. However if you resign from employment before one year of service then the joining ticket and visa expenses will be deducted from your dues. The company will provide you air passage upon completion of a 2-year employment contract to your home country, the onwards journey to your home town shall be borne by the employee. However, if you resign before the expiry of the contract, the company will not be responsible for your travel cost to return to your country .

12. **Visa and Immigration**

Should you wish to bring your family to stay with you those cost would be borne by you. We will gladly provide all assistance in regard to the same.



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59-87, AEPZ, ADAMJEE NAGAR, NARAYANGONJ, Dhaka, Bangladesh

13. Prohibition of other employment

You will not, without the written consent of the Company, take up employment on a part-time basis, or act as an agent, consultant, advisor, or in any capacity with other firms. All matters pertaining to the affairs of the Company and its clients are strictly confidential and no discussion is permitted with any third parties or persons outside the Company.

14. Restriction to receive gifts

You will not accept from suppliers or customers, gifts of any nature without the written consent of the Company.

15. Additional Duties

You may be required to undertake such other reasonable duties as from time to time appear necessary to assist in the successful operation of the company.

16. Probation

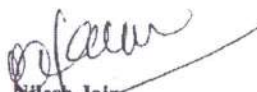
You are required to serve on probation for a period of six months.

17. Termination Notice

- a) During the probation, the contract of employment may be terminated by either party by giving 03 days' notice or salary in lieu of notice. After 6 months probation, one month's notice or salary in lieu of notice is required. However, such notice will not be served by the Company if the contract of employment is terminated due to reasons of embezzlement, fraud, misbehavior or any such other acts against the interests of the Company. Upon termination of employment, you are requested to vacate premises within three working days of such notice of termination and dues, if any, subject to *clause c below*, will only be paid to you after you have left the country where stationed and the same will only be paid into the bank account to which your salary is normally remitted to.
- b) In case, if the Company terminates your employment then the Company would bear the cost of your travel back to your home country.
- c) If any declaration or information furnished by you proves to be false, your services may be terminated by the management without any notice or compensation

If you are in agreement with the foregoing offer, would you please signify your acceptance by signing and returning the attached copy of this letter.

Yours sincerely
For and on behalf of
Kwuntong Apparels Limited


Nitesh Jain
CFO - Overseas Operations

Agreed and accepted by


Athul Raj
Passport No.: R7051873
Date: 28/12/2017

KWUNTONG APPARELS LTD

59-87, AEPZ, ADAMJEE NAGAR, NARAYANGONJ, Dhaka, Bangladesh

ADDENDUM

APPENDIX A

ACCEPTING GIFTS AND OTHER BENEFITS IN KINDS

You should not accept gifts, rewards, returns, commission, rebates and other benefits in kinds from our suppliers and customers. The above shall cover any invitation for lunch and dinner and any arrangement of leisure, funded enjoyment.

This is to notify you that under no circumstance should the above practice be allowed nor continued, the existence and continuation of which will not only damage our relationship with our suppliers and customers and adversely affect our mutual interest but also constitute a offence under the Bangladesh Law.

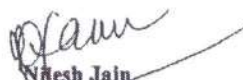
If you are found guilty of the above offence, you will be liable to a fine and/or imprisonment as per the laws of Bangladesh.

You are to put on record that we will have no hesitation in taking all necessary action to combat the above practice including but without limiting to taking disciplinary actions for any non-compliance with this notice and warning, and for any case of serious misconduct, reporting to the relevant authority for investigation and prosecution.


Moreover, as our employee, you are expected to devote your full time and effort to serve us and you are not allowed to take or assume at outside works without our consent or approval. Any breach of this restriction will subject you to disciplinary action.

If you have any doubt, you shall immediately consult the undersigned.

Yours sincerely
For and on behalf of
Kwuntong Apparels Limited


Nitesh Jain
CEO - Overseas Operations

Agreed and accepted by


Athul Raj
Passport No.: R7051873
Date: 28/12/2017

KWUNTONG APPARELS LTD

59-87, AEPZ, ADAMJEE NAGAR, NARAYANGONJ, Dhaka, Bangladesh

APPENDIX B

SECRECY AGREEMENT

Further to the letter of employment dated 21th December 2017 in respect of your employment as **MT - Maintenance** of our Company starting from 1st July 2018, we set out below terms and conditions governing Secrecy during/after your employment with our Company .

SECURITY AND CONFIDENTIALITY

- 1) You will not without the written consent of the Company during the continuance of your employment by the Company be engaged or interested, either directly or indirectly in any capacity, in any trade, business or occupation whatsoever other than the business of the Company.
- 2) You shall not, except as authorized or required by your duties, reveal to any person or Company any of the trade secret or secrets or operations, processes or dealings or any information concerning the Company and its personnel that is of a confidential nature including (without limitation) the organization, business, operations, dealings, transactions, customers, marketing plans and business methods, gross margins, pricing and costing, finances, or other affairs of the Company or those of the Company's customers which may come to your knowledge during your employment by the Company at all times during and after your employment with the Company.
- 3) You shall not use or attempt to use any information mentioned in paragraph (2) above in any manner (either during your employment or after its termination) which may injure or cause loss either directly or indirectly to the Company or the Group.

NON-SOLICITATION

- 1) You acknowledge that in the course of your employment by the Company you have and will have dealings with suppliers and customers of the Company and, in order to safeguard the Company's goodwill and protect the Company's proprietary interests, you hereby agree to enter into the covenants appearing below
- 2) You covenant with the Company that you will not directly or indirectly, during your employment with the Company and for a period of twelve months after leaving the Company whether on your own account or on behalf of or in the course of employment by any other person, firm or corporation,
 - ask, encourage or solicit any employees of the Company or the Group, to leave their employment, solicit or make offer(s) of employment to any employee of the Company or the Group; and
 - solicit or attempt to solicit any customer of the Company or the Group to transfer or withdraw its business from the Company or the Group to any other person or entity; and
 - cause, induce or encourage (or attempt to cause or induce) any supplier of the Company or the Group to withdraw its supply of goods or services to the Company or the Group.



KWUNTONG APPARELS LTD

59-87, AEPZ, ADAMJEE NAGAR, NARAYANGONJ, Dhaka, Bangladesh

NON-COMPETITION

You covenant with the Company that you will not, during your employment with the Company and for a period of twelve months after leaving the Company whether on your own account or on behalf of or in the course of employment by any other person, firm or corporation, to be employed, directly or indirectly on a full-time or part-time basis, or act as an agent, consultant, advisor, or in any capacity, for the following companies or persons:


- 1) Any customers/accounts handled by you during your employment with the Company ; and
- 2) Any business that is in direct competition with the Company in relation to the customers /accounts managed by you during your employment; and
- 3) Any other company or business in the Epic Group including but not limited to the following companies:
 - Epic Designers Ltd, Hong Kong;
 - Alpha Start Ltd, Hong Kong;
 - Classic Textile Ltd, China;
 - Epic Designers (VN) Ltd;
 - Epic Designers Ltd, Bangladesh;
 - Epic Garments Manufacturing Ltd, Bangladesh;
 - Cosmopolitan Industries Pvt. Ltd, Bangladesh;
 - Epic America Inc., USA;
 - Epic Studio, USA;
 - Epic Studio, UK.; and
 - All companies owned or operated wholly or partially or having affiliation with all or one of Mr. Ranjan Mahtani, Sunil Daryanani, Dinesh Virwani, Kuttubudin Ahmed, Scott Felder, Jeff Burges, Sanobar.B Melwani and their families.

INTELLECTUAL PROPERTY

You acknowledge that any designs, artworks, prints, patterns, etc. created by you during the course of your work with the Company or the Group shall be the property of the Company or the Group and that you shall have effectively assigned all rights on such designs, artworks, prints, patterns, etc. to the Company or the Group .

RESTRICTIONS

- 5) While the restrictions aforesaid are considered by the Company and you to be reasonable in all circumstances it is agreed that if such restrictions shall be adjudged to go beyond what is reasonable in all the circumstances for the protection of the business and goodwill of the Company, and the legitimate interests of the Company, but would be adjudged reasonable if part or parts of the wording thereof were deleted or modified, the said restrictions shall apply with such words deleted or modified, as the case may require.
- 6) You agree that, having regard to the facts and matters aforesaid, such restrictions are fair and reasonable and necessary for the protection of the business and goodwill of the Company, and legitimate interests of the Company, and you hereby agree that, having regard to those circumstances, those covenants do not work harshly or unfairly on you, and that they are just and equitable.



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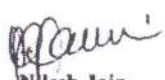
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MISCELLANEOUS

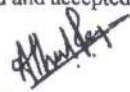
- 1) For the purpose of the paragraphs above:-
 - (a) "EMPLOYEE" means any person who is at such date an employee of the Company or whose services terminated within twelve (12) months prior to such date.
 - (b) "CUSTOMER" means any person, firm or corporation who or which was at the time of your ceasing to be employed by the Company or had been at any time during the last twelve months of your employment by the Company a customer or a prospective customer of the Company with whom you had dealings or negotiations in the course of your employment by the Company.
 - (c) "GROUP" means the Company together with its affiliates including, without limitation, Lenny Fashions Limited, Lenny Apparels Limited, MRS Fashions W.L.L., Pacha Fabrique SAE, Macton Investment Limited, Zhongshan Time Apparel Company Limited, Fashion Apparels LLC, Sidney Apparels LLC, Must world DMCC, Must world WLL, MGC USA Inc. and Must Europe Limited.
- 2) The paragraph headings in this letter are inserted for convenience only and should be ignored in construing the terms of this letter.
- 3) If any legal terms of this letter are held to be invalid, illegal or unenforceable the validity, legality and enforceability of any term shall not be affected thereby.
- 4) The terms set out in this letter shall be governed by the laws of Hong Kong and the laws of the country where stationed.

To confirm your acceptance of these revised conditions of employment by the Company, please sign, date and return to the Company the duplicate copy of this letter that is attached.

Yours sincerely
For and on behalf of
Kwuntong Apparels Limited


Nilesh Jain
CEO - Overseas Operations

Agreed and accepted by


Athul Raj
Passport No.: R 705187 3
Date: 28/12/2017

KWUNTONG APPARELS LTD

59-87, AEPZ, ADAMJEE NAGAR, NARAYANGONJ, Dhaka, Bangladesh

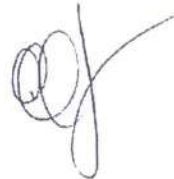
APPENDIX C

Corporate Policy on Use of Software

1. The Company has licensed copies of computer software from a variety of publishers. Licensed and registered copies of software programs have been placed on computers within the organization and appropriate backup copies made in accordance with the licensing agreements. No other copies of this software or its documentation can be made without the express written consent of the software publisher. List of authorised software on the computer is listed in List A.
2. Our Company will provide copies of legally acquired software to meet all legitimate needs in a timely fashion and in sufficient quantities for all of our computers. The use of software obtained from any other source could present security and legal threats to the organization, and such use is strictly prohibited.
3. In some cases, the license agreement for a particular software program may permit an additional copy to be placed on a portable computer or home computer for business purposes. Employees will not make such additional copies of software or documentation for the software without the written approval of and authorised signatory of the Company's Information Technologies Department.
4. The unauthorized duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for the Company employees. Employees who make, acquire, or use unauthorized copies of computer software or documentation will be subject to immediate discipline, up to and including immediate termination of employment.
5. Employees are prohibited from Installing/Copying/Downloading any copyrighted software/programs or documentation onto their computers or laptops. Employees who do so will be subject to immediate discipline, up to and including immediate termination of employment.
6. The Company Employees shall not download or upload unauthorised software over the internet.
7. The Company reserves right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software.
8. These controls may include frequent and periodic assessments of software use, announced and unannounced audits of company computers to assure compliance, and the removal of any software found on the Company's property for which a valid license or proof of license cannot be determined, and disciplinary actions, including termination, in the event of employee violation of this policy.



Athul Raj
Passport No. : R7051873




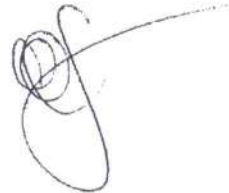
KWUNTONG APPARELS LTD

59-87, AEPZ, ADAMJEE NAGAR, NARAYANGONJ, Dhaka, Bangladesh

List A - (List of Authorised Software)

- 1) Operating Systems
 - a) Windows 98
 - b) Windows 95
 - c) Windows ME
 - d) Windows NT 4.0
 - e) Windows 2000 Server
 - f) Windows 2000 Professional
- 2) Microsoft Office 97
 - a) Standard Version (Outlook, Word, Excel, Powerpoint)
 - b) Professional Version ((Outlook, Word, Excel, Powerpoint, Access)
 - c) Access Runtime Installation for InfoSolutions.
- 3) Microsoft Office 2000
 - a) Standard Version (Outlook, Word, Excel, Powerpoint)
 - b) Professional Version ((Outlook, Word, Excel, Powerpoint, Access)
- 4) Third Party Software
 - a) InfoGL
 - b) InfoGarment
 - c) Trims
 - d) Fabric
 - e) Hexagon
 - f) OPTIM
 - g) DacEasy
- 5) Miscellaneous Software
 - a) Norton Antivirus
 - b) Winzip
 - c) MSN Messenger
 - d) Adobe Acrobat Reader
 - e) AOL
 - f) AOL Instant Messenger
 - g) FaxPress
 - h) Alladin Expander


Athul Raj
Passport No. : R7051873



Reference ID: 4366242

May 17, 2018

Bharat Barendiya

Dear Bharat Barendiya,

We are pleased to offer you employment in the position of **Associate Consultant** with **Oracle Financial Services Software Limited ("OFSS")**. Your base of operation is **Mumbai, India**. This offer of employment is made based on India laws.

We offer you a starting compensation at an annual rate of **INR 475000** payable over twelve (12) months. In addition, you will be eligible to participate in the standard bonus compensation plan relevant to your role and line of business.

You will also be eligible to participate in the consulting bonus plan applicable to your role and your Line of Business and region. The consulting bonus plan depends on a number of factors, including the performance of the company, the line of business, your performance and funding by the line of business.

At your career level, you may be eligible to earn a Consulting Bonus of up to **INR 44454** per annum. Calculation of the bonus, and payment thereof, is subject to the discretion of the company. Consulting bonus will be paid out subject to you being on the rolls of the company at the time the bonus is paid out. The company may at any time and in its sole and absolute discretion, amend, suspend, vary, withdraw and modify any of the terms and conditions of the consulting bonus plan.

The break-up of your total gross compensation is given below:

Components	Amount (INR) p.a
Basic Salary	181200
Flexible Benefit Plan (FBP) **	263340
Annual Gross Pay AGP	444540
Company's Contribution to PF	21744
Company's Contribution to Gratuity	8716
Total Gross	475000

** - Details of Flexible Benefit Plan is provided in the Annexure "Employment Agreement & Employment Benefits"

The Company may, at any time, review and/or restructure the Compensation Package.

This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement, Proprietary Agreement and Disclosure of interest. In addition to these terms and conditions stated in the above documents, there are other company policies and procedures which you agree to observe and follow during your employment with Oracle. These company policies and procedures may be varied from time to time.

This offer of employment is contingent upon no adverse information being obtained during reference checking with previous employers, approval of your employment / immigration pass application (if applicable) and satisfactory completion of Oracle's pre-employment background screening process (including verification of educational qualifications and credentials). If you fail any of the above checks, validation or approval, or do not cooperate or provide assistance in undergoing such checks, validation or approval process, this offer will immediately lapse without any claim against, or liability to Oracle.

Once all the information has been obtained and you have satisfactorily completed and passed Oracle's pre-employment background screening process, you will be advised of your commencement date. Upon commencement with Oracle, a final background check will be undertaken in respect of your former employment as may be applicable. In the event that you have provided incorrect, false or misleading information in relation to your former employment, your employment with Oracle will immediately be terminated without any notice.

In the event that you have commenced working for Oracle prior to completion of the background screening

process, and have subsequently fail any of the checks, validation or approval, or have not co-operated or provided assistance in undergoing such checks, validation or approval process, your employment will be terminated with immediate effect without any claim against, or liability to Oracle.

By accepting this offer you confirm that there are no contractual or other legal impediments which may prevent you commencing employment with the Company. Upon acceptance by you, this offer shall form the employment agreement between you and the Company.

New employees are inducted **every Monday beginning 09:00 am**. You may therefore choose to commence on any Monday based on prior confirmation. On your day of commencement you will be required to sign in all pages including Employment Agreement for our records, a copy of the offer and the Proprietary Information Agreement.

If you have any questions regarding the conditions of your offer, please feel free to contact your HR Rep **Abhilash Joseph** at **91-80-49183694**.

The letter of offer is valid for one (1) week from the date hereof for conveying your acceptance and conditional on confirmation by you that you will commence employment on the date specified by your Manager (unless agreed otherwise by your Manager).

This offer will automatically lapse if not accepted within one (1) week from the date hereof. We look forward to having you with us in our team.

Yours Sincerely,
For **Oracle Financial Services Software Ltd**



Bindu Venkatesh
Vice President – Human Resources & Training

OFFER LETTER ACCEPTANCE:

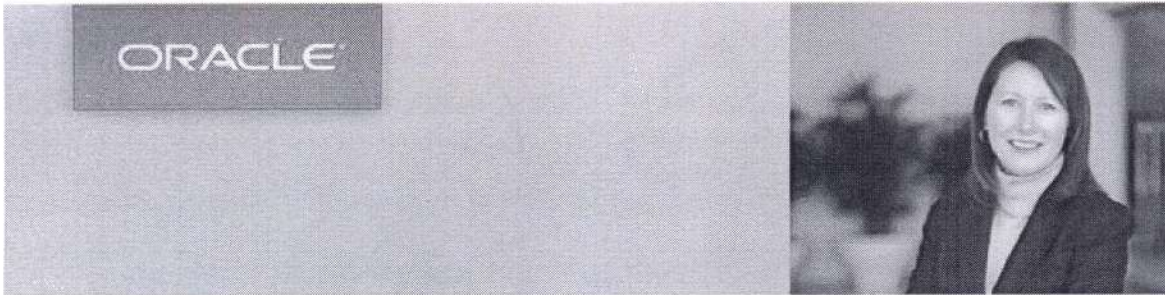
I, **Bharat Barendiya** agree with all the above terms and conditions of employment with Oracle.

I shall commence employment with effect from **September 10, 2018** unless I am notified by HR that I should commence on an alternative date.

This contract is legally binding based on the laws of India.

Signature: _____ Date: _____

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Congratulations and welcome to Oracle. We are delighted that you have decided to grow your career with us. We are a global market leader in cloud solutions and the world's #1 enterprise database, serving more than 400,000 customers across a wide variety of industries in more than 145 countries around the globe.

Our future success is strongly linked to the quality of talent in our organization; our employees are the best and the brightest in the industry. We provide our global workforce of more than 130,000 employees an environment that fosters a culture of innovation, excellence and continuous learning. Like others before you, you will be able to build your career at Oracle into a lifelong journey of personal growth and success.

Please be sure to watch our [Life at Oracle](#) employee video series for firsthand accounts of what it is like to work at Oracle and learn more [about Oracle](#) and [our product offerings](#).

To prepare for your employment with Oracle, we've included a New Employee Offer Packet containing the documents you will need to click accept and/or sign and return to Oracle before you begin – along with instructions for doing so. We've also included information that will help you in your first few days on the job. Please contact your hiring manager to ask questions and decide on your start date.

You have chosen an exciting time to join us. Again, congratulations and welcome to Oracle - we look forward to your arrival.

Joyce Westerdahl
Executive Vice President of Human Resources, Oracle



February 20, 2018

Mr Bipil Kumar
Jai Singh-Vill Gurha,
Post Moosanger,
Kanpur(dt),
U ar Pradesh-209208

Dear Bipil Kumar,

Further to our interactions with you, we are pleased to offer you an Internship position in Training Department at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).


In addition to the duties that were outlined during your interview, 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. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration during your internship. You are required to be in formals (formal sari for women/business formals for men) for the period of the induction training and subsequently when you travel as a trainer. Your base location and date of joining will be intimated closure to your joining.

This internship is strictly full-time. During your internship, you will be paid stipend of Rs.8,000/- per month plus an accommodation allowance (depending upon your base location). A full-time offer of employment with CTC of Rs.2.64 lacs per annum may be made based on your performance during the period of internship. It is possible that you may be posted to other base locations (different from your base location during internship) when being made a full-time offer.

Thank you.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd


Arumugam N Vadivelu
Manager-Human Resources

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Focus Academy for Career Enhancement
An IIM Graduates' Enterprise



Name & Signature of the candidate with date of acceptance



Mr. Chanchal Kushwaha,
Army Institute of Technology, Pune

Dolvi Works: Geetapuram,
Dolvi, Taluka - Pen,
Dist Raigad - 402 107, Maharashtra, India.
CIN. : L27102MH1994PLC152925
Phone : +91 2143 277501-15
Fax : +91 2143 277533/42
Website : www.jsw.in

Dear Chanchal,

11th August 2018

Sub: Letter of offer.

With reference to the interview you had with us, we are pleased to offer you the post of 'Graduate Engineer Trainee' in 'L08T' grade and you are placed at JSW Steel Ltd, Dolvi Works, Raigad, Maharashtra. The appointment will be subject to the following terms and conditions:


1. Salary & benefits:

Basic	Rs. 9170/-p.m
HRA	Rs. 6070/- p.m.
Conveyance	Rs. 3950/-p.m
Supplementary Allowance	Rs. 8265/-p.m
Food Coupons	Rs. 1500/- p.m.
Medical Reimbursement	Rs. 764/-p.m
L.T.A	Rs. 764/-p.m
Provident Fund	Rs. 1100/-p.m
Gratuity	Rs. 440/-p.m
Bonus	Rs. 1834/-p.m
Production Incentive	Rs. 8100/- p.m. (As per applicable incentive scheme)

2. This offer is valid subject to your Graduation Passing with Min 60% aggregate (for Metallurgy 55%) and clearing your course in the prescribed duration.
3. You are requested to report at JSW Steel Ltd, Dolvi Works on 10th September 2018 and you are advised to furnish the following documents in original with a copy at the time of your joining duties.
 - 3.1. Matriculation certificate in support of your date of birth.
 - 3.2. All certificates and marks sheets in support of your qualification
 - 3.3. Two copies of your recent passport and two stamp size colour photographs.
 - 3.4. Declaration in prescribed format regarding any relation working in JSW Group of Companies.
 - 3.5. Release order, Salary certificates and experience certificate if any.
 - 3.6. PAN Card (Compulsory).
 - 3.7. Any wrong information / suppression of information shall be liable for termination of the offer of appointment.
4. Your appointment is subject to medical fitness as per our criteria for employment. In the event of any medical abnormality, your offer will stand cancelled. Medically fit candidates will be accepted for joining.
5. A detailed appointment letter will be issued to you after your joining.

Kindly confirm acceptance of the above offer via email on or before 20th August 2018 failing which it will be construed that you are not interested in joining us.

Thanking you,
Yours faithfully,
For JSW STEEL LIMITED


Kanak K Singh
VP - HR

Regd. Office: JSW Centre,
Bandra Kurla Complex,
Bandra(East), Mumbai - 400 051.
Phone : +91 22 4286 1000
Fax : +91 22 4286 3000





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18.226

Offer: Computer Consultancy
Ref: TCSL/CT20162128486/Pune
Date: 20/09/2017

Ms. Kavita Samant
Samant Bhawan, Kedar Colony, Near Soar Valley Public School,
Takana Road,
Pithoragarh-262501,
Uttarakhand.
Tel# -

Dear Kavita Samant,

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 **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TCSL/CT20162128486

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tower, Ground Floor, S.No. 103/A/1, 129, CTS 1995, Nagar Road, Yerwada Pune 411 006. India
Tel: 91 20 6508 7777 Fax: 91 20 6508 7107 Website: www.tcs.com
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400021
TCS Careers ServiceLine: 1800 209 3113 Email: Careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

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

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

4. Sundry Medical Reimbursement

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



5. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

6. 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 Initial Learning Programme.

CITY ALLOWANCE

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



OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

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

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

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

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

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

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

Registered Office Nirmal Building, 9th Floor, Nanman Point, Mumbai 400 621

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



Loans

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

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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

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



2. Disclaimer

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

3. Training Period

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

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

4. Working Hours

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

5. Mobility

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



6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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



11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

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



15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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

19. Submission of Documents

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

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets equivalent

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)

- Birth Certificate / Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking stating:

*There is no criminal offence registered/pending against you



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

*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



[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 TCSL Centres
- Annexure 3: Confidentiality and IP Terms

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TCSL/CT20162128486

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No. 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



GROSS SALARY SHEET

Annexure 1

Name	Kavita Samant
Designation	Assistant System Engineer-Trainee
Institute Name	Army Institute Of Technology,Pune University, Pune

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

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 Initial Learning Programme.

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Conveyance Allowance	800	9,600
Leave Travel Assistance	850	10,200
Sundry Medical Reimbursement	500	6,000
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

TCS Confidential
TCSL/CT20162128486

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3, Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant 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. The Retainer/Consultant 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

The Retainer/Consultant 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

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

7. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.

Date: February 7, 2018

OFFER LETTER

Dear Mr. Kshitij Kumar,

Reference to your application from **Army Institute of Technology** & our subsequent selection process, we are pleased to consider you for the position of "**Graduate Engineer Trainee**" in the services of **Konecranes Private Limited** on the following terms & conditions:

This offer is subject to:


- You are requested to join us on "**11th June, 2018**".
- We request you to confirm the date of joining at the earliest convenience.
- This offer is subject to the Pre-Employment Medical Test.

A formal "Employment Contract" (Appointment letter) will be signed on your joining our employment. You will be bound by all rules & regulations applicable to members of our organization.

Kindly return the copy of this letter duly signed as a token of your acceptance.
Thanking you,

Sincerely,

For **KONECRANES PRIVATE LIMITED**



Yogesh Godse
Director – Human Resources South Asia

KONECRANES PRIVATE LIMITED

Registered Office: Plot No. D-16, Jejuri MIDC, Taluka Purandar, District Pune 412303;

Tel: 02115253801, 02115253802 | **Fax:** +91 2115253803

Corporate Office: Aker Solutions Building. Level 3, Survey no. 75/2/3, Baner Pune – 411045

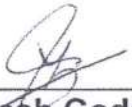
Tel: +91 20 6719150 | **E-mail:** india.sales@konecranes.com | **Website:** www.konecranes.in

CIN U74210PN1975PTC148965

ANNEXURE
SALARY BREAK-UP

DESCRIPTION	AMOUNT	
	Rs. (P.M.)	Rs. (P.A.)
Stipend	19189	230265
HRA	7676	92106
PF (12% of Stipend- Er.)	2303	27632
Total (Gross Salary)	29167	350000
PF (12% of Stipend- Er.)	2303	27632
PF (12% of Stipend- Ee.)	2303	27632
PT	208	2500
Total (Net Salary)	24353	292236

For **KONECRANES PRIVATE LIMITED**



Yogesh Godse
Director – Human Resources South Asia

Mr. Kshitij Kumar

KONECRANES PRIVATE LIMITED

Registered Office: Plot No. D-16, Jejuri MIDC, Taluka Purandar, District Pune 412303;

Tel: 02115253801, 02115253802 | **Fax:** +91 2115253803

Corporate Office: Aker Solutions Building. Level 3, Survey no. 75/2/3, Baner Pune – 411045

Tel: +91 20 6719150 | **E-mail:** india.sales@konecranes.com | **Website:** www.konecranes.in

CIN U74210PN1975PTC148965

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APPOINTMENT LETTER

March 28, 2018

Mr. Manish Mansing Gaikwad
Vaishnavi Niwas, Survey No-69/1/1/8, Plot No-13A,
Police Colony, Sai Park, Dighi
Pune - 411015

Dear **Manish Mansing Gaikwad**,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

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 the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You may be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such 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 Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter 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 Wipro for your role, and you successfully completing the pre-joining assessment based on the training module, in the prescribed format and time frame as informed to you.
- g. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

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Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800



- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Wipro policy.
- e. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results 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 Wipro.
- c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the policy of Wipro.
- e. Wipro Medical Assistance Scheme (MAS) and Contributory Medical Insurance for your band and stream provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by Wipro for management employees, comprising pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above. 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 Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics 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 which 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.

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5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and 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 Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - 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 Wipro'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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (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 Wipro.

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 Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to key customers of Wipro, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (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 Wipro during the six (6) months preceding the date of separation.

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9. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. 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 Agreement.

- a. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter 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 Wipro and you relating to the same subject matter.
- c. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. 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. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
- e. Your appointment cannot be further processed and will be treated as withdrawn in the event of:
 - i. Your failing to clear any remaining backlog papers, and/or
 - ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 10th Standard.
 - iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iv. For Graduates: A. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
B. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

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 Wipro 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 serve the company for a period of 15 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 pay to the company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the company.

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11. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 Wipro desires the employee to continue the employment during the notice period the employee shall do so.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

12. On Separation:

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

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

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager - Talent Acquisition

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on __/__/__

Name: _____

Signature: _____

Date: __/__/__

Place: _____

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ANNEXURE I

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 inform the top management.

Name:

Date: ___/___/___

Signature:.....

Registered Office:

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India C : L32102KA1945PLC020800



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 "UPI") about the Company. It also involves disclosing or procuring any UPI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities. As an employee of Wipro you are considered as an Insider and accordingly advised as below:

1.Trading when in possession of UPI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2.Communication or procurement of Unpublished Price Sensitive Information (UPI): Employee shall seek, communicate, provide or allow access to "UPI 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:

- Counseling or disclosing or communicating UPI to any other person including spouse and/or relatives, except on a need to know basis.
- Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPI.
- Unauthorized disclosure or communication of UPI.
- Procuring any UPI 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 Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

Registered Office:

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Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

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F : +91 (80) 2844 0054
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W : wipro.com
C : L32102KA1945PLC020800



ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I _____, 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."

Name: _____

Date: __ / __ / __

Signature.....

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ANNEXURE III
SALARY OFFER SHEET

Name : Manish Mansing Gaikwad

Position : Project Engineer

Career Group: TRB - II

a. You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	9,340
HRA	4,670
Commutation Allowance	1,600
Bonus	1,870
Wipro Benefits Plan (WBP)	5,630
Additional allowance	-
Total Fixed Cash	23,110
PF (Employer Contribution)	1,121
Gratuity	496
Total Fixed Compensation	24,727
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,340
Target Cost to Company per month	26,667
Total Cost to Company per annum	320,004

*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.

b. Depending on your performance during the online pre-joining assessment program, in the event you fall under Performance Category - 1, i.e. you are amongst top 30% of the candidates, your total cost to company per annum shall stand revised to INR 3,30,000 in the salary structure under (a) above.

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c. Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:

- 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 **Rs. 50,000** 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.

Medical Insurance Coverage up to Rs. 2 lacs per annum

Date: ___/___/___

Signature:.....

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ANNEXURE - IV

I hereby confirm that I shall submit the required academic certificates including mark sheet, 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 Wipro 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 termination of my employment with Wipro.

Name: _____

Date: ___/___/___

Signature:.....

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ANNEXURE - V

VARIABLE PAY- A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

- a. Individual linked parameter: Based on number of days 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. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)
- b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.
- c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.

The Variable Pay payout amount is liable to vary as per the performance on the above parameters.

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.

For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay

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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.

Commutation Allowance:

This allowance is tax free up to the extent of Rs.1600/- per month. This does not warrant the production of any bills.

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, Commutation Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable food coupons, use of Wipro Bus 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 Food Coupons:

An amount of Rs. 2,750 per month towards purchase of Non-Transferable food coupons is eligible for IT exemption under WBP.

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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. 12% of your Basic towards Provident Fund.
- 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.

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 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. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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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.15,000 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: A floater coverage of Rs. 2,00,000 per annum for family (self, spouse & children) towards hospitalization. A nominal deduction per month as mentioned below is made towards contribution for the mediclaim benefit. 10% of the claim amount has to be borne by the employee. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital.

* Rs. 240 - Contribution in case of single individual

* Rs. 520 - Contribution in case you are married

If the employee wishes to enhance the coverage, Top up cover option is also available wherein one can increase it for a highly negotiated premium. More details on the policy are available on My Policies Section in [myWipro](#) which is accessible on joining.

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

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Gratuity Benefit: Up to Rs. 10,00,000

This provides you a lump sum benefit upon separation after completion of 5 years of service or on retirement or when deceased. Your gratuity is computed as: Last drawn Basic Salary * No. of years served * 15/26.

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 pre-defined 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.

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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. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Life Insurance Program: 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. 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.150,000 per annum, member employee will have an option to restrict the contribution to Rs.150,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.150,000 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.

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INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental IT skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the freshers and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the freshers.

Corporate Readiness Program - CRP

The CRP program is focused on making fresher comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresher start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

STEP PLUS is a 60-minute English language Assessment, which assesses grammar, listening, reading and speaking skills.

During PRP, STEP PLUS assessments would be scheduled and participants are expected to score a minimum of 917 marks out of 1581. This is a gating criteria for participants for clearing PRP & deputing in projects. It is mandatory to score a minimum of 800 marks and participants whose score is less than 800 marks would be exited from the organization.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to freshers and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

During TRP, fresher shall take up assessments as shared in the schedule. The assessment consists of Multiple Choice Questions (MCQ), Case Study, Project / Scenarios snippets. The duration of the assessment is for a day. The overall PRP score is computed as 30% weightage to MCQ, 70% weightage to Case study and /Project/ Scenario. There will be an improvement opportunity provided for those who score lesser than 75% at the TRP training. Faculty at Talent Transformation shall devote their time to mentor and coach the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the fresher to be able to clear in the improvement assessment with flying colors.

The training is said to be completed only when the fresher is able to score 800 in STEPPLUS assessment and 75% in PRP Technical assessment. Failure to achieve the required score in either STEPPLUS or Technical will result in exiting from the organization.

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18

18.229

Offer: Computer Consultancy
Ref: TCSL/CT20162128754/Pune
Date: 20/09/2017

Mr. Manjeet Kumar
Army Institute Of Technology ,PuneAlandi Road,
Dighi Hills,
Pune-411015,
Maharashtra.
Tel# 91-9813139369

Dear Manjeet Kumar,

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 **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/CT20162128754

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

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

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

4. Sundry Medical Reimbursement

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



5. Personal Allowance

You will be eligible for a monthly personal allowance of ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

6. 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 Initial Learning 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.

18.230

MANJEET KUMAR
C/o, ARMY INSTITUTE OF TECHNOLOGY
DIGHI PUNE

Feb 23, 2018

Subject: Letter of Appointment

Dear Mr. MANJEET KUMAR,

This is in continuation to your subsequent interview dated February 9, 2018 & your subsequent joining on June 15, 2018.

1. As conveyed, a formal letter of appointment, containing your salary details and other terms & conditions pertaining to your employment in our company as "Engineer" w.e.f June 15, 2018 are attached herewith.
2. You may be posted/transferred in any shift, department, division, factory of the company anywhere in India from time to time as the company deems fit.
3. You will be entitled to salary, perks and benefits as detailed out in attached Annexure - I.
4. You will be on probation for a period of twelve (12) months. The management can extend the probation period in case your performance during your probation period is found to be unsatisfactory.
5. You will be treated confirmed employee for this post if you are not intimated for extension of your probation period in writing by the company. Your confirmation in appointment will be subject to your satisfactory performance during the period of probation.
6. This appointment may be terminated by giving one (01) month notice or pay in lieu thereof. Similarly, in case you resign, you will have to give one (01) month notice period or pay in lieu thereof. However, during the notice period from your side, you must attend the office on regular basis.
7. During your probation period you will be entitled for maximum nine (09) Sick/Casual leave only. During the probation, leave will be accrued at the rate of zero point seventy five (0.75) leave per month. Leaves will be sanctioned as per company leave policy.
8. Upon termination of your employment you shall return to the company all documents and other articles and / or copies thereof belonging to the company, which may be in your possession while in our service.
9. Although your normal work will consist of the duties assigned to you in the capacity as shown above, you may at any time be called upon to discharge any other duties which in the opinion of the company are within your capacity to discharge and you shall forthwith undertake to discharge such duties with diligence and care.

10. During the continuance of your employment and thereafter, you shall observe strict secrecy and shall not divulge to any person, firm or company whatsoever, all such secrets of confidential information to any description acquired by you while in our service, concerning the business, process of manufacture, business practices or affairs of the company or any of its associate or branches, their customers and suppliers.
11. You will devote your whole time attention to the duties entrusted to you and will not engage yourself to work for any other person or firm or company in any capacity nor will you do any private business without obtaining prior permission from the company in writing.
12. During the period of your services with us you will carry out the duties assigned to you and comply with and fulfill the orders, directions and instructions of your superiors. It is clearly understood that you will be governed by the terms, conditions and the rules of discipline of the company which are in force at present and that may be made applicable from time to time in future.
13. If at any time in our opinion, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to the interests of the company or to one or more terms of this letter, your services may be terminated immediately without any notice.
14. Your employment in the company is subject to your physical fitness as certified by the medical practitioner appointed by the company for the purpose and that you will have to appear before him for medical examination on the date/day intimated to you by the company.
15. You will retire from the services of the company at the age of superannuation, which as per present rules will be when you complete the chronological age of 58 years.
16. If any declaration given or information furnished by you in connection with your employment either at the time or before seeking employment or later at any stage in the company, proves to be false or if you are found to have willfully suppressed or withheld any material information, you will be removed from service forthwith, without any notice.

We heartily welcome you to our company and look forward to a mutually beneficial and fruitful relationship between you and the company for the years to come.

Please sign the duplicate copy of this letter in token of your confirmation of having accepted the above terms and conditions of employment and return the same to our Human Resource Department.

Yours sincerely,

for Renata Precision Components Pvt. Ltd.,

Human Resource Department

ANNEXURE - I

Annexure to Letter of Appointment dated June 15, 2018,

Name: **MANJEET KUMAR**

Designation: Engineer

Salary Component	CTC Per Month	CTC Per Annum	Remarks
Basic	9,200	110,400	Paid Monthly
Special allowance /DA	4,600	55,200	Paid Monthly
HRA	4,600	55,200	Paid Monthly
Medical Allowance	1,250	15,000	Paid Monthly
Conveyance	1600	19,200	Paid Monthly
Others	1,750	21,000	Paid Monthly
Total Salary	23,000	276,000	
PF Company Contribution	1656	19,872	Contributed Monthly
Add-On Amount	5000	60,000	We will be adding similar amount every year till you complete 4 years. This amount (i.e Rs 240,000 for 4 years) will be paid to you after completing 4 years at Renata. This will become payable only if you stay in Renata for 4 years. This amount will be forfeited and will not be paid if you leave Renata for any reason, before you complete 4 years.
Gratuity	664	7,968	Paid as per the rules of "The Payment of Gratuity Act, 1972"
Total CTC (Direct & Indirect)	30,320	363,837	

I hereby confirm that the terms and conditions of employment mentioned in this letter are acceptable to me and I undertake to abide by the same

Name of the Employee: _____

Date: _____ Signature of the Employee: _____

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MANJEET KUMAR
C/o, ARMY INSTITUTE OF TECHNOLOGY
DIGHI PUNE

Feb 23 2018

Subject: Letter of Appointment

Dear Mr. MANJEET KUMAR,

This is in continuation to your subsequent interview dated February 9, 2018 & your subsequent joining on June 15, 2018.

1. As conveyed, a formal letter of appointment, containing your salary details and other terms & conditions pertaining to your employment in our company as "Engineer" w.e.f June 15, 2018 are attached herewith.
2. You may be posted/transferred in any shift, department, division, factory of the company anywhere in India from time to time as the company deems fit.
3. You will be entitled to salary, perks and benefits as detailed out in attached Annexure - I.
4. You will be on probation for a period of twelve (12) months. The management can extend the probation period in case your performance during your probation period is found to be unsatisfactory.
5. You will be treated confirmed employee for this post if you are not intimated for extension of your probation period in writing by the company. Your confirmation in appointment will be subject to your satisfactory performance during the period of probation.
6. This appointment may be terminated by giving one (01) month notice or pay in lieu thereof. Similarly, in case you resign, you will have to give one (01) month notice period or pay in lieu thereof. However, during the notice period from your side, you must attend the office on regular basis.
7. During your probation period you will be entitled for maximum nine (09) Sick/Casual leave only. During the probation, leave will be accrued at the rate of zero point seventy five (0.75) leave per month. Leaves will be sanctioned as per company leave policy.
8. Upon termination of your employment you shall return to the company all documents and other articles and / or copies thereof belonging to the company, which may be in your possession while in our service.
9. Although your normal work will consist of the duties assigned to you in the capacity as shown above, you may at any time be called upon to discharge any other duties which in the opinion of the company are within your capacity to discharge and you shall forthwith undertake to discharge such duties with diligence and care.

J. Yeat

10. During the continuance of your employment and thereafter, you shall observe strict secrecy and shall not divulge to any person, firm or company whatsoever, all such secrets of confidential information to any description acquired by you while in our service, concerning the business, process of manufacture, business practices or affairs of the company or any of its associate or branches, their customers and suppliers.
11. You will devote your whole time attention to the duties entrusted to you and will not engage yourself to work for any other person or firm or company in any capacity nor will you do any private business without obtaining prior permission from the company in writing.
12. During the period of your services with us you will carry out the duties assigned to you and comply with and fulfill the orders, directions and instructions of your superiors. It is clearly understood that you will be governed by the terms, conditions and the rules of discipline of the company which are in force at present and that may be made applicable from time to time in future.
13. If at any time in our opinion, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to the interests of the company or to one or more terms of this letter, your services may be terminated immediately without any notice.
14. Your employment in the company is subject to your physical fitness as certified by the medical practitioner appointed by the company for the purpose and that you will have to appear before him for medical examination on the date/day intimated to you by the company.
15. You will retire from the services of the company at the age of superannuation, which as per present rules will be when you complete the chronological age of 58 years.
16. If any declaration given or information furnished by you in connection with your employment either at the time or before seeking employment or later at any stage in the company, proves to be false or if you are found to have willfully suppressed or withheld any material information, you will be removed from service forthwith, without any notice.

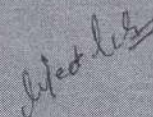
We heartily welcome you to our company and look forward to a mutually beneficial and fruitful relationship between you and the company for the years to come.

Please sign the duplicate copy of this letter in token of your confirmation of having accepted the above terms and conditions of employment and return the same to our Human Resource Department.

Yours sincerely,

for Renata Precision Components Pvt. Ltd.,

Human Resource Department



ANNEXURE - I

Annexure to Letter of Appointment dated June 15, 2018.

Name: **MANJEET KUMAR**
Designation: Engineer

Salary Component	CTC Per Month	CTC Per Annum	Remarks
Basic	9,200	110,400	Paid Monthly
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Gratuity	664	7,965	Paid as per the rules of "The Payment of Gratuity Act, 1972"
Total CTC (Direct & Indirect)	30,320	363,837	

I hereby confirm that the terms and conditions of employment mentioned in this letter are acceptable to me and I undertake to abide by the same.

Name of the Employee: MANJEET KUMAR

Date: 27/02/2018 Signature of the Employee: *Manjeet Kumar*

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18.231



6th Dec 2017

Mr. Mayank Chandra Upadhyay
Army Institute of Technology - Pune

Dear Mayank,

Sub: Offer of Appointment as "Associate Engineer"

This has reference to your application and discussion you had with us. We are pleased to offer you a position as "**Associate Engineer**" in the **Grade 14**. You will be operating from our Hyderabad office in India.

Your total cost to the company will be **INR. 565,000/- (Rupees Five Lakhs Sixty Five Thousand only) per annum**. The payment shall be subject to taxes as applicable. A detailed CTC break-up sheet, mentioning your cash and other allowances/perks, is attached (Annexure I) for your reference.

This offer is subject to you and your Surety executing the Service Agreement.

The terms and conditions of your appointment are as follows:

1. You shall join us on or before **2nd July 2018**.
2. You will be on probation for a period of 06 (Six) months. Your performance will be reviewed during and after completion of the probation for confirmation. In case your performance is not up to the required level, the Company may either terminate your service or extend the probation period further.
3. Dependent parents will be covered under Group Medclaim Insurance Policy along with you for a maximum total amount of Rs. 5, 00,000/- p.a. You will be covered exclusively under Group Personal Accident Insurance for a maximum total amount of Rs. 5, 00,000/- p.a. You will be also covered exclusively under Group Term Life Insurance for a maximum total amount of Rs. 10, 00,000/- p.a. The premium for the above policies will be a part of your cost to the Company.
4. Periodically, the Company may modify any remuneration, benefit, facility or perquisite that has been extended to you. You will follow the Company's policies, rules and regulations currently in force and any future changes.
5. All information regarding your remuneration and terms of employment are confidential and you shall not divulge the content(s) to any company employee except to your appropriate superior authorities.

FMC Technologies India Pvt. Ltd.
Plot No.27(Part), Survey No. 124, Road No 12,
Commerzone, Raheja IT Park,
Opp. Institute of Preventive Medicine,
Industrial Park, IDA Nacharam,
Hyderabad, Telangana, INDIA – 500 076
Phone: +91 40 66342900,
Fax: ++91 40 66342901
CIN: U29219TG2009FTC079988
Website: TechnipFMC.com



6. You will contribute 12% of your basic salary towards Provident Fund as per the Govt. rules. The Company shall make a matching contribution on the employee's basic salary.
7. The Company may send you on deputation or transfer your services to any of its departments or any of its branches in or outside of India. However, such transfers will be governed by the terms and conditions of service as applicable.
8. During the employment in our Company, we expect you not to carry on any business of your own or engage yourself in any other employment, business or service. You shall not at any time during the service period or thereafter disclose to anyone any information, know-how, knowledge, secrets, methods, plans, etc. of the Company. Breach of this condition shall be liable to immediate termination of the employment and the Company may take any other action suitable for breach of the contract.
9. You will be eligible for leave as per the Company's policy.
10. Your next Annual Appraisal and Compensation Review will be notified.

Minimum Service Obligation - After Overseas Assignments

11. The Company will be incurring very substantial expenditure for sending interested employees on the foreign assignment and to offset such costs and expenses, the Company requires the employee sent on overseas assignment to serve and work with the Company for the minimum prescribed period from date of re-commencing work with the Company in India. If you agree and you are sent on an overseas assignment for a duration of more than 90 days, then you are bound to continue to serve the company for a minimum duration of 1 (one) year from the date of re-commencing work with the Company in India after the last overseas assignment. Such minimum service period obligation of the Employee shall continue after the last overseas assignment irrespective of the number of earlier overseas assignments already completed by the Employee.
12. If you fail to serve the Company for the minimum prescribed period of one year after completing last overseas assignment you shall be liable to pay damages of Rs.1,50,000/- to the Company.

Termination:

13. If you wish to leave the Company prior to completing the minimum service period of one year from the date of re-commencing work with the Company in India after last overseas assignment you will be required to compensate the Company a sum of Rs.1,50,000/- and give the notice for separation.
14. The notice period for separation on your side will be 2 (two) months or payment of amount equal to two months' net salary in lieu of notice. Notice period for separation on the Company's



side at any time will be two months or payment of two months' net salary in lieu of notice. When either side offers the net salary, net salary means gross monthly salary less Provident Fund contribution by employer for the last working month of the employee.

15. However, the Company can terminate you without any notice period and shall not have any Financial or legal liability, if the termination is on the grounds of misconduct/indiscipline and any acts detrimental to the interest of the Company.

16. Confidentiality and Non-disclosure:

a. *Non-disclosure:* You agree not to use or cause to be used for your own benefit or for the benefit of any third party to disclose to any third party in any manner, directly or indirectly, any proprietary information, customer's confidential information, trade secrets or any other knowledge or information relating to the business of Company or its customers at any time during or after your term of employment.

b. *Return of Employer Materials:* You shall return to Company before the termination of your employment, any and all written information documents, materials, Laptops, floppy disc, CDs, data files or other media containing computer programs or data and all other property and equipments which constitutes, contains or relates in any way to Company, its customer's confidential information or trade secrets of Company or its customers, and any other written information, documents, materials, disks or other media containing computer programs or data and all other property and equipment of any kind relating in any way to the business of Company or its customers, which are or may be in your

possession, custody or control and which are or may be the property of Company or its customer, whether confidential or not, including any and all copies thereof.

c. *Business Information:* You shall not during the term of employment with Company and thereafter and except as may be required in the performance of your duties with Company, utilize for your own benefit or that of any third party and will not use or disclose to any third party your knowledge of or any information concerning to the internal organization or business structure of Company or its customers, or the work assignments or capabilities of any office or other employee without the express prior written consent of the Company.

17. Code of Business Conduct (or 'The Code')

As a representative of the Company, you are expected to behave professionally while in the employment of our esteemed organization. You are expected to read the FMC Technologies' Code of Business Conduct and comply with the requirements outlined therein. Please also note very carefully that FMC Technologies requires you to ensure that you do not have any ongoing non-compete obligations with your past or present employers and that, under no circumstances, should you remove or copy, in any form or medium, proprietary material or

FMC Technologies India Pvt. Ltd.
Plot No.27(Part), Survey No. 124, Road No 12,
Commerzone, Raheja IT Park,
Opp. Institute of Preventive Medicine,
Industrial Park, IDA Nacharam,
Hyderabad, Telangana, INDIA – 500 076
Phone: +91 40 66342900,
Fax: ++91 40 66342901
CIN: U29219TG2009FTC079988
Website: TechnipFMC.com



content belonging to your current or past employers. By signing this Offer of Employment, you have effectively acknowledged compliance with the requirements of this clause. It shall be your responsibility to ensure you stay updated on the aforesaid clause by accessing the relevant company intranet pages.

18. *Background Assessment:* In accordance with FMC Technologies Inc's corporate policy on employee background assessments, we wish to let you know that this Offer of Appointment is contingent upon you clearing assessments of your education, past employment, criminal history and (if applicable) professional qualification(s). In the event that the background assessments result in any adverse finding, FMC Technologies reserves the right to withdraw this Offer of Appointment during the hiring stage or discontinue your employment if the assessment report (containing adverse findings) is available only after you have joined the Company.
19. On the day of your joining please fill in the required forms and submit copies of these documents, along with originals for verification.
 - I. 08 (Eight) Passport-size color photographs of self with white color background.
 - II. 03 (Three) Passport-size color photographs of each of your family members - mother, father, spouse, children (for Insurance)
 - III. 02 (two) photocopies each of your ID proof & address proof- Driving License, PAN Card, Voter's ID card, Passport.
 - IV. Photocopies of your 10th/SSC, Inter, Graduation and other education certificates. (Provisional certs are also accepted)
 - V. Vehicle registration copy (RC copy) of employee if he/she would like to claim for Tax exemption on fuel expenses.
 - VI. Photocopies of relieving letters, payslips of current financial year, Form 16, Full & Final settlement, Form 26AS etc from your previous employer(s)

We welcome you into our organization and wish that our association will be beneficial to both of us.

Yours truly,
For FMC Technologies India Private Limited

Niranjan Desai

(Niranjan Desai)
Manager – Human Resources

FMC Technologies India Pvt. Ltd.
Plot No.27(Part), Survey No. 124, Road No 12,
Commerzone, Raheja IT Park,
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CIN: U29219TG2009FTC079988
Website: TechnipFMC.com

Mayank Chandra Upadhyay

(Mayank Chandra Upadhyay)

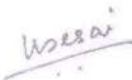
CTC Structure (ANNEXURE-I)

Name	Mayank Chandra Upadhyay	
Designation	Associate Engineer	
Date of Joining	2 nd July 2018	
Salary Structure		
Components of Salary	Rs. / Month	Rs. / Annum
A. Monthly Salary		
Basic Salary	12,138	145,656
House Rent Allowance	6,069	72,828
Travelling Allowance	1,600	19,200
FBP	10,384	124,608
Special Allowance	10,269	123,228
Gross Salary	40,460	485,520
B. Performance Bonus*	2,917	35,00
C. Standard Benefits		
Provident Fund (employer contr)	1,457	17,479
Gratuity	583	7,002
Medical Insurance Premium	1,667	20,000
	3,707	44,480
Total Cost to the Company		565,000


*Performance Bonus is a variable component and will be paid as per the bonus policy of the company

Yours truly,
For FMC Technologies India Private Limited

I Accept the above offer



(Niranjan Desai)
Manager – Human Resources



(Mayank Chandra Upadhyay)



Mu Sigma

06 March 2018

18-233

To,

Nikhil Thakur
AIT, PUNE

Dear Nikhil,

Congratulations! Mu Sigma Business Solutions is pleased to offer you the role of a **Trainee Decision Scientist**. Your initial place of work will be at our office premises in Bangalore. **Your actual date of joining will be communicated by last week of March 2018 via email.**

With Mu Sigma, you will be part of a special category of people who are not only building a path-breaking company, but also laying the foundation for a new industry. Notwithstanding Mu Sigma's early success, our road to greatness is long, challenging and less travelled. You have a rare opportunity to be part of a team that is not only defining the space of decision sciences, but also challenging widely-held business practices and beliefs along the way.

We pride ourselves on providing an environment where everyone, regardless of role or experience, is challenged to learn. The ability to learn and adapt quickly will not only benefit the company, but also help you succeed in a world that is changing rapidly. As a Trainee Decision Scientist, you will participate in the Mu Sigma Decision Scientist Certification Program which is offered by Mu Sigma University, our training arm. This certification program is one of a kind and aims to help you become a well-rounded Decision Scientist through a combination of training and on-the-job experience. This program provides you opportunities to obtain three levels of certifications by developing a multi-disciplinary skill set encompassing Math, Business, Technology, and Behavioral Science. More details of this mandatory program can be found in **Annexure 1**.

An estimate of your total compensation is provided in the Cost to Company form in **Annexure 2**. Your annual compensation will include base salary, variable performance bonus, provident fund contributions and other components listed in **Annexure 2**. You will also be paid a Salary Advance of INR 5 lakhs, upon successful completion of your training program and being certified by the Mu Sigma University (MSU). The variable performance bonus will be determined based on your performance as well as the company's performance. Please note that your compensation at any time will be governed by the prevailing company policies and will be subject to deductions in accordance with applicable laws and regulations.

As a Mu Sigma employee, you will also be eligible for a bouquet of benefits as listed below:

1. **Leave benefits:** A flexible paid time-off plan which includes earned leave, casual/sick leave. This plan and leave accrual will be in accordance with the prevailing company policy.
2. **Medical insurance benefits for its employees and their families:** The company's medical insurance plan covers you and up to three of your dependents for hospitalization expenses up to INR 3,00,000.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

3. **Critical Illness benefit cover:** This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the life time of the employee. This is applicable only for the employee.
4. **Kwench:** This is a free online library service that Mu Sigma provides its employees. You can access the library at a click and enjoy the goodness of great books & good authors. Kwench is that platform which enables you to borrow books online and the ordered book is delivered to office.

Note: These benefits are subject to change at the discretion of the management.

Background & Drug checks:

The Company shall be entitled, at its discretion, to conduct reference and / or background checks and/or Drug checks as per Company policy. 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.

As part of the joining process it is important that you provide us with the documents listed in **Annexure 3**.

Termination of Employment:

This offer stands withdrawn with due communication and employment will be terminated without notice if the offered candidate or employee has not completed the entire academic course i.e. has been unable to clear / pass every subject of the course successfully , to be eligible for the award of a valid degree.

Termination of employment and consequences of termination shall be governed by the applicable clauses as contained in the employment agreement that you will be required to sign on the Date of Joining.

General:

This letter shall be construed to be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered to be a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time prior to the Date of Joining. This Offer Letter is subject to a successful completion of the hiring process, which includes execution of the standard non-disclosure and inventions assignment agreements and execution of the appointment letter/contract of employment between you and the Company and any other documents as requested by Company as and when required.

You are bound to abide and adhere to the policies, rules and regulations enforced by the company from time to time including those related to conduct, discipline, benefits, salary review, retirement and any other matters as though these rules, regulations and orders were a part of the agreement. Such policies rules and regulations may be subjected to alteration and amendment at the discretion of the management.

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Governing law:

This Contract shall be governed, interpreted and enforced by and in accordance with the laws of India.

Acceptance of our offer:

This offer letter supersedes any prior offer letters or employment agreements you might have received from Mu Sigma. Please acknowledge your acceptance by signing below. We look forward to welcoming you to Mu Sigma and wish you all the best for a long and exciting career here.

Sincerely,

Deepa S. Mahesh

Deepa S Mahesh
Global Head Strategic Hiring
On behalf of Mu Sigma Business Solutions Pvt. Ltd.

Declaration

I have carefully read and understood the terms of this agreement /offer letter including all the annexures and accept the same unconditionally. I agree to be bound by rules and regulations of the company as may be amended from time to time.

Agreed to and accepted:

NIKHIL THAKUR

Candidate name

Nikhil Thakur

Signature

06/05/2018

Date

Mu Sigma Business Solutions Private Limited

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CIN: U74140KA2005PTC036309



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Annexure 1

Mu Sigma Decision Scientist Certification Program

As a Mu Sigma employee, you are eligible and required to participate in the Mu Sigma Decision Scientist Certification Program, which is offered through Mu Sigma University (MSU), Mu Sigma's training arm. The certification program aims to create well-rounded Decision Scientists by imparting the requisite training in Business, Applied Math, Technology and Behavioral Sciences. At the time of joining you will be uncertified and designated as a **Trainee Decision Scientist**. It is mandatory for you to acquire the requisite certifications to move to the next designation in a time frame as shown below:

Designation	Certification Period Window	Certification
Decision Scientist	Between 18-24 months from DOJ	Decision Scientist – Beginner
	Between 33-42 months from DOJ	Decision Scientist –Practitioner
Apprentice Leader	Beyond 42 months	Decision Scientist – Manager

Please note that your compensation is not linked with the certification and promotion while you are on the fixed career track.

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CIN: U74140KA2005PTC036309

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Tel:
CIN



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Annexure 2

TOTAL COMPENSATION BREAKUP (in INR)					
SI No	Particulars	Per Annum	Per Annum	Per Annum	CTC over 3 jumps
1	Basic Pay	148,500			
2	HRA	59,400			
3	Conveyance	19,200			
4	Special Allowance	85,080			
5	Employer's Contribution to PF*	17,820			
	Total compensation	330,000			
	1st Compensation Revision				
1	Basic pay		222,750		
2	HRA		89,100		
3	Conveyance		19,200		
4	Special Allowance		142,350		
5	Employer's Contribution to PF*		21,600		
6	Variable pay		55,000		
	Total Compensation		550,000		
	2nd Compensation revision				
1	Basic pay			293,625	
2	HRA			117,450	
3	Conveyance			19,200	
4	Special Allowance			200,625	
5	Employer's Contribution to PF*			21,600	
6	Variable pay			72,500	
	Total Compensation			725,000	
	Advance Salary**				500,000
	Total Compensation (over three jumps)				2,100,000 ***

- Your special allowance component also comprises of FBP (Flexi Benefit Plan).
- You should be on the rolls of the company at the time of the payout to be eligible for performance based variable Pay. You would not be eligible for this payout if you have resigned/exited or serving notice.
- Compensation revision is applicable as per the defined organization timelines.

* PF amount mentioned may differ based on nationality as per governing laws.

** You shall execute and comply with the conditions mentioned in the Salary Advance Agreement

*** Over three jumps, the total CTC will be at least INR 21 lakhs

Mu Sigma Business Solutions Private Limited

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CIN: U74140KA2005PTC036309



Mu Sigma

Annexure 3

Documents required at the time of joining

We request you to submit two copies of the following documents:

- a. All educational certificates including mark sheets in full
- b. ID proof / Address proof: Passport & / Driver's license / Election ID Card
- c. Aadhaar Card
- d. Particulars of blood group and any medical allergies
- e. Recent passport sized photographs (four nos)
- f. Copy of PAN Card.

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

Please report on your date of joining at **12:00 P.M.** at the below mentioned address:

Mu Sigma Business Solutions Pvt. Ltd.

10th Floor, Aviator Building Ascendas – ITPB SEZ,

Whitefield road, Bangalore - 560066.

In case of any queries or questions you can reach out to:

- Contact Person : Shivam Mantry
- Email id : Shivam.Mantry@mu-sigma.com
- Contact No. : 7795779901

Mu Sigma Business Solutions Private Limited

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CIN: U74140KA2005PTC036309



18.234

Offer: Computer Consultancy
Ref: TCSSL/CT20162128541/Pune
Date: 20/09/2017

Mr. Pankaj Kumar Sharma
Room No 3 Tb2 Alandi Road Dighi Hills Pune Alandi Road,
Dighi Hills,
Pune-411015,
Maharashtra.
Tel# -

Dear Pankaj Kumar Sharma,

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 **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSSL/CT20162128541

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

TCS Careers ServiceLine: 1800 209 31 11 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

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

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

4. Sundry Medical Reimbursement

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

TCS Confidential

TCSL/CT20162128541

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



5. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

6. 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 Initial Learning 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.



24

CONFIDENTIAL

18.235

May 17, 2018

Mr. Pankaj Yadav
B-59/2 Naps Township Narora
Dist- Bulandshahar
Uttar Pradesh - 203389

Dear Pankaj,

Sub: Your Traineeship

This refers to your application for the post of trainee and the subsequent interviews you had with us.

We are pleased to offer you an enriching career with our organization and appoint you as per the details given below and the attached Standard Terms and Conditions. This appointment is subject to your being found medically fit by our medical practitioner, your reference/antecedent check and verification of your original education and employment documents.

- | | |
|--------------------|---|
| 1. Designation | : Graduate Engineer Trainee |
| 2. Grade | : GET |
| 3. Division | : Abrasives |
| 4. Reporting To | : Jyoti Tiwari
Head - HR, Abrasives |
| 5. Location | : Training will start in Grindwell Norton Ltd - Mora
Detailed letter will be sent shortly
Place of appointment will be informed by the end of the Training Period |
| 6. Joining Date | : On or before, July 02, 2018 |
| 7. Training Period | : 1 Year |

8. Emoluments

Your emoluments will comprise of a Gross Annual Compensation (GAC) and Variable Pay (Incentive/Bonus) as follows:

8a. Gross Annual Compensation (GAC)	Amount in Rupees per annum
Basic	Rs.1,75,500/-
House Rent Allowance	Rs.1,09,070/-
Medical Reimbursements	Rs.15,000/-
Communication Allowance	Rs.7,200/-
Conveyance Allowance	Rs.19,200/-
Education Allowance	Rs.2,400/-
Leave Travel Allowance	Rs.15,000/-
Bonus	Rs.16,800/-
Long Term Benefits @ 17% of Basic	
• Provident Fund -12%	Rs.21,060/-
• Gratuity - 5% (notional)	Rs.8,775/-
Gross Annual Compensation	Rs.3,90,005/-

8b. Variable Pay:

You will be entitled to a Variable Pay (i.e., Incentive/Bonus) as per the scheme fixed by the Company. This incentive will be in lieu of Bonus due to you, if any, under the Payment of Bonus Act. Variable Pay will be paid annually and certain administration rules will be applicable as per the scheme which will be communicated to you on your joining. The Variable Pay will be upto a maximum of 35% of your Gross Annual Compensation (GAC) and will be based on your Individual and Business Performance.

9. Others

: You will be entitled to other Benefits including:

- Medclaim Insurance coverage for self and family
- Group Personal Accident Insurance Coverage, etc. applicable, as per Company rules

Income Tax on the above emoluments will be deducted at source, according to the current Income Tax laws.

You will abide by the Service agreement in existence for the GET Program as per the Company policy.

Adherence to Saint-Gobain Principles of Conduct & Action and Saint-Gobain India Code of Conduct for Employees is a requirement for all employees of the Saint-Gobain Group in India (copies attached).

Request your acceptance by duly signing and returning duplicate copies of.

1. Appointment Letter
2. Standard Terms and Conditions of Appointment
3. Group Principles of Action and Principles of Conduct

Request you to bring the documents as per Annexure – A at the time of joining in order to complete your joining formalities.

We welcome you to join us for a bright and rewarding career with the Saint-Gobain Group.

Yours sincerely,

For GRINDWELL NORTON LIMITED



Jyoti Tiwari

Head - HR, Abrasives

Enclosures:

- Standard Terms and Conditions of Employment
- The Saint-Gobain Principles Of Conduct and Action
- Saint-Gobain India Code of Conduct
- ACT - Whistle Blower Policy

I have read and understood the terms and conditions and accept my appointment. I confirm that I will join on _____.

Signature _____ Date: _____ Place: _____

Name: _____

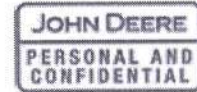
Annexure - A

LIST OF DOCUMENTS REQUIRED AT THE TIME OF JOINING:

1. Three passport size photographs (business formal with white background)
2. One set of photostat copies of the following documents together with originals for our verification :
 - a. Birth Certificate (SSLC or equivalent Pre-college Certificate).
 - b. Educational Certificates.
 - i. Proof of examination passed, including the name of the Institute and
 - ii. Percentage of marks obtained, etc.
 - c. Employment Certificates (where applicable).
 - i. Relieving Letter/Service Certificate
 - ii. Proof of last salary drawn with the previous employers (including the last employment).
 - d. Copy of PAN Card
 - e. Copy of Passport (if available)
 - f. Copy of Aadhar Card (mandatory)
 - g. Copy of Driving License (if available)
 - h. Copy of UAN Card



John Deere India Private Limited
 CIN - U74220PN1997PTC112441
 Unit: John Deere Technology Centre
 Cyber City, Magarpatta City,
 Hadapsar, Pune 411 013, India
 Tel : +91 (20) 6642 5000
 Fax: +91 (20) 6642 5001



Date: May 28, 2018

Mr. Prashant Pandey

Dear Prashant,

It gives us great pleasure to welcome you to John Deere India Pvt. Ltd (John Deere or Company). With making this leap to John Deere, you have become a part of a global company that takes pride in providing a value based workplace and exciting growth opportunities to its employees. Beginning here, starts your journey of delivering challenging projects in an innovation driven and enriching workplace.

John Deere takes pride in its more than 175 year old heritage and experience in developing technology and equipment that helps billions of people achieve a better quality of life. Being affiliated with John Deere brings a sense of purpose and satisfaction that comes from working with talented employees in a reputed organization that provides quality products and services to its customers. It's an exciting time to work here!

We are confident that you would take the right decision of joining us. Enclosed herewith is your detailed Appointment Letter. Your date of appointment is effective from the date of joining which shall be not later than **July 02, 2018**. If you do not join by this date this appointment stands withdrawn - unless the date of joining is extended and communicated to you in writing.

Please get in touch with us in case you have any queries regarding the components of this letter.

We wish you a successful career with John Deere India Private Limited!

**Yours Faithfully,
 For John Deere India Private Limited**

**S Payal
 General Manager**

Registered Office: Tower XIV, Cyber City, Magarpatta City, Hadapsar, Pune 411 013. India.
 Tel: + 91 (20) 66425000, Fax: + 91 (20) 66425001
 Website: www.deere.co.in

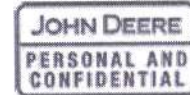
Signature invalid

Digitally signed by S Payal
 Date: 2018.05.29 16:46 +05:30
 Reason:
 Location:



JOHN DEERE

John Deere India Private Limited
CIN - U74220PN1997PTC112441
Unit: John Deere Technology Centre
Cyber City, Magarpatta City,
Hadapsar, Pune 411 013, India
Tel : +91 (20) 6642 5000
Fax: +91 (20) 6642 5001



Date: May 28, 2018

Mr. Prashant Pandey
Aurangabad , Bihar - 824124

Subject: Appointment Letter

Please refer to the application for the post of **Graduate Engineer Trainee** and subsequent discussions you had with us. We are pleased to appoint you on the following terms and conditions:

A) Appointment

1. JOB TITLE & POSITION:

You will be appointed and designated as **Graduate Engineer Trainee**.

2. JOINING LOCATION:

On your date of joining, you will report for duty at the following address:
John Deere Technology Center, Tower # 14, Cybercity,
Magarpatta City, Hadapsar, Pune - 411 028

3. REPORTING:

You will report to such manager / supervisor who will be assigned by the Company as your supervisor from time to time

4. PROBATION & CONFIRMATION:

You will be on probation for a period of 12 months from the date of joining and will continue to be on probation until your services are confirmed, in writing, by the Company. Confirmation will be dependent upon your satisfactory performance, no integrity or performance related issues being highlighted as part of reference / background check that the Company may conduct and you being declared and remaining medically fit by a medical officer or by a doctor specified by the Company.

5. PLACE & NATURE OF WORK:

Your services may be transferred or rotated to any of our establishments, other place of business of the Company, it's subsidiaries, departments or associates of the company whether in or outside India or, any other job of whatsoever nature as the management may deem fit from time to time as per business exigencies, anywhere in or outside India.

6. HOURS OF WORK AND PAID HOLIDAYS:

Your working hours will be governed by applicable law and Company may revise the same from time to time. You will observe the working hours and holidays normally observed by the Department you are assigned to. Because of frequent contact with overseas offices and compliance with various deadlines, it will be necessary from time to time to report for work earlier and / or to work later, all as required. There will be no compensation for additional time worked beyond the normal office hours. You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time by the Company.

Registered Office: Tower XIV, Cyber City, Magarpatta City, Hadapsar, Pune 411 013. India.
Tel: + 91 (20) 66425000, Fax: + 91 (20) 66425001
Website: www.deere.co.in



7. RETIREMENT AGE:

The retirement age is 60 years. The actual date of retirement shall be the last working day of the calendar month on which your 60th birthday falls.

B) Compensation

1. REMUNERATION PACKAGE:

Annual Fixed CTC: **Rs. 610008 only**

Variable Annual Pay (Short Term Incentive - STI): **Rs. 36601 only**

This shall be paid as per the company performance & policy

Total Cost to Company: Rs. 646609 only.

2. COMPENSATION ADMINISTRATION & DELIVERY:

Increments will not be automatic. Your compensation will be reviewed, in accordance with the review cycle determined by the Company and shall be based on your performance during training / probation and thereafter, business performance and market pay trends.

3. The Salary structure is enclosed herewith as **Annexure "A"**.

C) Other Benefits

Please refer to Annexure "A".

D) Terms and Conditions of Employment

Please refer to Annexure "B".

Please note that the Annexure(s) form integral part of this Appointment letter and should be read in conjunction with the above terms and conditions.

**Yours Faithfully,
For John Deere India Private Limited**

**S Payal
General Manager**

**Pankaj Mohite
(Verified & Checked by)**

DECLARATION

I, (Indicate name in full) have read and understood the aforesaid terms and conditions and Annexure(s) of the Appointment Letter. I understand them fully and do hereby accept the employment.

Name :

Signature :

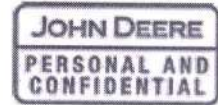
Date :

Enclosures:

- Salary Structure
- Term and Conditions



Annexure A



Salary Structure¹

Name: Prashant Pandey
Designation: Graduate Engineer Trainee
Department: Manufacturing Services
Compensation Grade: 5A

Currency unless otherwise noted: INR

Element of Compensation	Minimum	Target	Maximum
Annual Fixed CTC ²	610008	610008	610008
Short-Term Incentive (STI) ³	0	36601	73201
Long-Term Incentive Cash (LTIC) ⁴	0	0	0
Total Cost to Company	610008	646609	683209
Variable Pay Rates			
STI rate as percent of annual fixed CTC	0%	6%	12%
LTIC rate as percent of midpoint	0%	0%	0%

(1) The intent of this comparison is to show your total compensation. It is an estimate and is not intended to represent your actual earnings during the fiscal or calendar year. Actual earnings will differ from this estimate due to timing of the change and how variable pay is administered when changes occur.

(2) Annual fixed CTC is your monthly fixed CTC times 12. Your total eligible earning is your total fixed salary earned during the fiscal year. Any pay changes you may have had during this period will be taken into account, while calculating your total eligible earnings for STI payouts.

(3) STI is an annual cash award based on performance metrics during the fiscal year (01 November – 31 October). It supports the Company's compensation philosophy of providing exceptional pay potential when we achieve sustained, exceptional performance for shareholders – Performance That Endures. STI is payable to eligible employees who are on the rolls of the Company as of 31 October of the year, and is included with the December salary. This amount is prorated based on your service period for the relevant fiscal year. The metrics may differ by division. Specific goals must be met before an award will be paid. Commission-based employees may not be eligible for STI.

(4) MTI is a cash award based on performance metrics for a multi-year performance period. Recipients of an MTI award must be in a qualifying grade as of the eligibility date of 30 September, 13 months prior to the award date. The rate displayed for MTI is applied to the salary grade midpoint (monthly times 12) in effect 13 months prior to the award date.

(5) Variable pay is subject to change at any time. John Deere and its parent company Deere & Company reserves the right to suspend, amend, modify, or terminate the Plan(s) in its sole discretion. Changes, which can be made at any time, are made by action of the Company's board of directors, or to the extent authorized by resolution of its board of directors, or by the Deere & Company Compensation Committee. In the event of a conflict between the language of the official Plan Documents and this document, the language of the official Plan Documents will control.



JOHN DEERE
PERSONAL AND
CONFIDENTIAL

Annexure - I

NAME	Prashant Pandey	
UNIT	JDTCI	
GRADE / BAND	5A	
DESIGNATION	Graduate Engineer Trainee	
DEPARTMENT	Manufacturing Services	
LOCATION	Pune	
COMPENSATION (FIXED CTC) INR	610008	
COMPENSATION STRUCTURE		
	Monthly	Annual
MONTHLY COMPONENTS		
Basic	17792	213503
House Rent Allowance	7117	85401
Uniform Maintenance Allowance	300	3600
Education Allowance	200	2400
Medical Reimbursement	1250	15000
Conveyance Allowance	1600	19200
Professional Development Allowance	2000	24000
Superann. Equalization Allowance	2669	32025
National Pension Scheme Equalization	1779	21350
Leave Travel Assistance Allowance	1483	17792
Other Allowance	9721	116652
Total Gross Salary	45911	550923
ANNUAL COMPONENTS		
Leave Travel Assistance	0	0
Bonus / Ex Gratia	833	10000
Total Annual	833	10000
RETIRALS		
Provident Fund	2135	25620
Gratuity	855	10265
Superannuation (Optional)	0	0
National Pension Scheme (Optional)	0	0
Total Retirals	2990	35885
BENEFITS		
Meal Benefit	1100	13200
Total Benefits	1100	13200
TOTAL FIXED CTC	50834	610008
VARIABLE PAY		
A. Short Term Incentive (STI)		36601
Payout at Target (100%)		
TOTAL (Fixed CTC + STI @ Target)		646609

Compensation is subject to all applicable Income Tax laws currently in force.

Please keep your compensation details strictly '**CONFIDENTIAL**'. Contact HR for any clarifications.

You agree that the Company has the right to withhold a partial or full Compensation including Variable Pay at any point of time.

Signature invalid
 Digitally signed by Prashant Pandey
 Private & Confidential
 Reason: Signature Invalid
 Location: 29/05/2023 10:50:30



JOHN DEERE

EXPLANATORY NOTES:

Uniform Maint. Allowance: You will be required to submit details of expenditure incurred by you to determine taxability of the same. Tax benefit applicable only to those employees who are required to wear a uniform, provided by Company.

House Rent Allowance: Income Tax benefit available to the extent of actual rent paid. Employee needs to submit proof of rent paid by submitting a copy of the Rent Agreement and proper stamped rent receipts.

Education Allowance: Please submit details of actual expenditure incurred by you to determine the taxability.

Medical Reimbursement: The same would be payable on monthly basis. Tax benefit will be given on actual expenses incurred. You will need to submit the details of medical expenditure along with all supporting before March 1st, every year to determine the taxability of the same.

Conveyance Allowance: Taxable as per Income Tax Act.

Professional Development Allowance: Employee can get a tax benefit on purchase of relevant books or attending programs aimed at professional development. It does NOT cover purchase of newspapers or club memberships. Payable monthly but employees will need to submit relevant vouchers in the month of March to claim tax benefit. Check with HR for details.

Provident Fund & Gratuity: You are eligible for provident fund and gratuity upon your employment commencement. Both you and the Company shall make contributions in accordance with the provisions of the Employees Provident Funds and Miscellaneous Provisions Act 1952, if applicable. If eligible, you would be entitled to gratuity in accordance with the Payment of Gratuity Act 1972.

Superannuation / Superannuation Equalization Allowance: Employees in all Grades can opt for superannuation. It is purely voluntary. Superannuation is governed by the rules and regulations framed under Superannuation Trust and their changes from time to time. If an employee does not want to participate in the Superannuation scheme, then the Superannuation Equalization Allowance will be paid in lieu thereof. Superannuation Equalization allowance will be paid as monthly allowance and will be taxable as per the Income Tax rules.

National Pension Scheme / National Pension Scheme Equalization: Employees in all Grades can opt for National Pension Scheme. It is purely voluntary. National Pension Scheme is governed by the rules and regulations framed under Pension Fund Regulatory and Development Authority and subject to changes from time to time. If an employee does not want to participate in the National Pension scheme, then the National Pension Scheme Equalization will be paid in lieu thereof. National Pension Scheme Equalization will be paid as monthly allowance and will be taxable as per the Income Tax rules.

Leave Travel Assistance (LTA) \ Leave Travel Assistance Allowance: Employee can opt for Leave Travel Assistance Allowance. It is purely voluntary. If an employee opts for Leave Travel Assistance Allowance then allowance will be paid monthly. If employee does not opts for LTA Allowance then it would accumulated until employee claims for LTA. LTA and LTA Allowance will be taxable as per the Income Tax Rules.

Bonus / Ex Gratia: Payable annually during the Diwali festival. Will be pro-rated for period of service.



JOHN DEERE

Mediclaime Coverage: Company policy covers the employee and three dependents. Currently, coverage amount is 3.50 lacs upto grade 7 and Rs 4 Lacs for grade 8 and above. An employee can cover dependent parents by paying the extra premium. Please check with HR for details.

Group Personal Accident Policy (GPA): You will be covered by the Group Personal Accident insurance policy as per Company rules. Currently all the employees are covered for a GPA policy of Rs. 15,00,000/- each for 24 hours, 365 days.

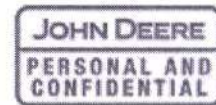
Group Term Life (GTL) – GTL is a benefit extended by company that provides life cover of three times of Total Annual Fixed Pay to all the employees. The premium cost is borne by the company. In addition, employee has the choice of increasing the cover two more times the Total Annual Fixed Pay by paying premium for additional sum assured.

Transport: Company provides Transport facility at subsidized rate. For employees availing the facility, appropriate deductions will be made. This is subject to change at Company's discretion.

Other Benefits:

Company Leased Car Plan (CLCP): It is a voluntary program. On confirmation, eligible employees who opt for CLCP, the car lease amount will be reduced from Other Allowance and paid to the leasing company. Check with HR for details.

Meal Card: All employees will be given a Meal Card for availing the Canteen facility. Fringe Benefit Tax as per Income Tax rules is applicable and will be deducted annually in February payroll.



Annexure B

Terms and Conditions of Employment

1. BACKGROUND/ EMPLOYMENT VERIFICATION:

By accepting the appointment, you are formally authorizing the Company to conduct a reference check and / or a background check on you and agree to undergo medical examination by a doctor authorized by the Company at the time of joining or, any time during the employment with the Company.

Discrepancy, if any, in this regard, the Company at its discretion will initiate required action without reference to you.

On separation, you also authorize the Company to provide feedback to your next employer on employment details required.

2. DUTIES:

- a) You are to devote your whole time, attention and ability to the interest of the Company.
- b) You are to treat as strictly confidential the affairs of the Company and its customers of which you may be cognizant particularly the drawings, quotations, specifications and other manufacturing information.
- c) You are not to interest yourself in any business or do any trading on your account
- d) You will not take up any other professional assignment, either part time or full time, honorary or for remuneration, including public offices, without the prior written approval of the Company.

3. CODE OF CONDUCT:

John Deere prides itself as a company with the highest order of ethical conduct in its dealings with associates, customers, suppliers, agents and governments. As part of your employment agreement with the Company, you will be expected to sign and be bound by CBC and Patent & Confidential Agreement. You will also be expected to adhere to the Company's policies and procedures, framed from time to time.

4. TERMINATION OF EMPLOYMENT:

During the probationary period, either party will be entitled to terminate the contract of employment by giving 14 days' notice in writing to the other or payment in lieu thereof. After confirmation, the Company may terminate your services without assigning any reason, by giving a notice period of ninety calendar days' or Basic salary in lieu thereof. In case you wish to resign or leave the service of the Company you will be required to give three month's prior notice in writing. The Company at its sole discretion may accept three month's Basic salary, or part thereof, in lieu of the notice.

If in the reasonable opinion of the Company you are guilty of misconducts, violated the provisions of the Code of Business Conduct (earlier known as "Business Conduct Guidelines") (CBC), policies, workplace harassment etc. Company may terminate your employment without notice and any payment thereof. Misconduct includes but is not limited to dishonesty, theft, misrepresentation, charged with any criminal offence, adjudged insolvent or become bankrupt, breach of CBC, policies and/or refusal to obey reasonable command of Company, supervisor, applicable laws and rules.

5. ON SEPARATION:

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



6. DISPUTES:

In the event of any dispute, difference, interpretation relating to or arising out of this contract shall be referred to the sole arbitrator. The sole arbitrator shall be appointed by the Company. The arbitration proceedings shall be as per the provisions of Arbitration and Conciliation Act 1996. The place of arbitration shall be in Pune. The award of the sole arbitrator shall be final and binding on the parties.

Save as above, the competent law courts of Pune shall have exclusive jurisdiction to try the matters arising out of this contract.

7. GENERAL:

This appointment is contingent upon the following conditions:

- a) All information you would have provided/will provide in future must be true and accurate.
 - b) That you are not a party to any non-competition or other similar agreement, nor are you subject to any restriction which could interfere with the performance of your duties as an employee of John Deere.
 - c) You shall at all times, indemnify and keep indemnified Company against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by Company in or in connection with any action, claim, proceeding or demand instituted or made against Company caused or occasioned by your breach, failure, default or neglect, in the opinion of Company to observe and comply fully with the terms and conditions your employment with Company herein contained.
 - d) You represent that by accepting the terms of the agreement, that you will not be in violation of the terms of any agreement(s) with your previous employers or third parties.
 - e) You may be selected and sponsored by the Company for training and / or assignments in India and /or abroad. You will diligently and beneficially take part in the training and / or such assignments. The cost of such training and / or assignment including the travel fare and related expenses will be borne by the Company subject to agreements to be drawn up and signed by you and the Company specifying the minimum number of years you will serve the Company after such training and providing for payment of liquidated damages by you to the Company or forfeiture/payment of bond funds and/or certain compensation in the event you voluntarily terminate the contract of service, prior to the expiry of the agreed period of service referred to herein above.
 - f) You are expected to dress in business attire, smart casuals and / or uniform based on the existing policy of the Company which may be revised from time to time.
 - g) You will be solely responsible for your income tax. Where required by the local laws and tax authorities, the Company will deduct income taxes you owe from your monthly income and remit such monies to the tax authorities on your behalf.
 - h) You will inform the Company of any change in your personal data within 3 working days.
8. On the date of your reporting for duty, please carry photocopies of the following documents and also the originals, for completing the joining formalities:
- Proof of Age - either SSC Certificate or School Leaving Certificate
 - Relieving Certificate or service certificate from your present employer
 - Educational certificates including mark sheets
 - Your last salary / pay slip and Appointment Letter of your previous organization
 - Identity proof – PAN card, passport or voter identity card, passport size photographs



JOHN DEERE

9. Notwithstanding anything contrary stated herein, breach of any of the above terms and conditions will render you liable for termination of your employment without notice or compensation thereof.

10. In accordance with the standard practice of the Company, we request you to treat the terms of your employment as private & confidential.

11. All the terms and conditions of employment with the Company will be governed by the rules and regulations, policies, procedures and guidelines of the Company, which are subject to change from time to time, at the sole discretion of the management, without giving any notice or assigning any reason thereof.

34

18.238



6th Dec 2017

Mr. Praveen Chahar
Army Institute of Technology - Pune

Dear Praveen,

Sub: Offer of Appointment as "Associate Engineer"

This has reference to your application and discussion you had with us. We are pleased to offer you a position as "**Associate Engineer**" in the **Grade 14**. You will be operating from our Hyderabad office in India.

Your total cost to the company will be **INR. 565,000/- (Rupees Five Lakhs Sixty Five Thousand only) per annum**. The payment shall be subject to taxes as applicable. A detailed CTC break-up sheet, mentioning your cash and other allowances/perks, is attached (Annexure I) for your reference.

This offer is subject to you and your Surety executing the Service Agreement.

The terms and conditions of your appointment are as follows:

1. You shall join us on or before **2nd July 2018**.
2. You will be on probation for a period of 06 (Six) months. Your performance will be reviewed during and after completion of the probation for confirmation. In case your performance is not up to the required level, the Company may either terminate your service or extend the probation period further.
3. Dependent parents will be covered under Group Medclaim Insurance Policy along with you for a maximum total amount of Rs. 5, 00,000/- p.a. You will be covered exclusively under Group Personal Accident Insurance for a maximum total amount of Rs. 5, 00,000/- p.a. You will be also covered exclusively under Group Term Life Insurance for a maximum total amount of Rs. 10, 00,000/- p.a. The premium for the above policies will be a part of your cost to the Company.
4. Periodically, the Company may modify any remuneration, benefit, facility or perquisite that has been extended to you. You will follow the Company's policies, rules and regulations currently in force and any future changes.
5. All information regarding your remuneration and terms of employment are confidential and you shall not divulge the content(s) to any company employee except to your appropriate superior authorities.

FMC Technologies India Pvt. Ltd.
Plot No.27(Part), Survey No. 124, Road No.12,
Commercial, Rajula IT Park
Opp. Institute of Preventive Medicine,
Industrial Park, IDA Nacharam,
Hyderabad, Telangana, INDIA - 500 076
Phone: +91 40 6634 2900
Fax: +91 40 6634 3901
CIN: U29219TG2009FTC079988
Website: TechnipFMC.com

CTC Structure (ANNEXURE-I)

Name	Praveen Chahar	
Designation	Associate Engineer	
Date of Joining	2 nd July 2018	
Salary Structure		
Components of Salary	Rs. / Month	Rs. / Annum
A. Monthly Salary		
Basic Salary	12,138	145,656
House Rent Allowance	6,069	72,828
Travelling Allowance	1,600	19,200
FBP	10,384	124,608
Special Allowance	10,269	123,228
Gross Salary	40,460	485,520
B. Performance Bonus*	2,917	35,00
C. Standard Benefits		
Provident Fund (employer contr)	1,457	17,479
Gratuity	583	7,002
Medical Insurance Premium	1,667	20,000
	3,707	44,480
Total Cost to the Company		565,000

*Performance Bonus is a variable component and will be paid as per the bonus policy of the company

Yours truly,
For FMC Technologies India Private Limited

I Accept the above offer

Niranjan

(Niranjan Desai)
Manager – Human Resources

(Praveen Chahar)



6. You will contribute 12% of your basic salary towards Provident Fund as per the Govt. rules. The Company shall make a matching contribution on the employee's basic salary.
7. The Company may send you on deputation or transfer your services to any of its departments or any of its branches in or outside of India. However, such transfers will be governed by the terms and conditions of service as applicable.
8. During the employment in our Company, we expect you not to carry on any business of your own or engage yourself in any other employment, business or service. You shall not at any time during the service period or thereafter disclose to anyone any information, know-how, knowledge, secrets, methods, plans, etc. of the Company. Breach of this condition shall be liable to immediate termination of the employment and the Company may take any other action suitable for breach of the contract.
9. You will be eligible for leave as per the Company's policy.
10. Your next Annual Appraisal and Compensation Review will be notified.

Minimum Service Obligation - After Overseas Assignments

11. The Company will be incurring very substantial expenditure for sending interested employees on the foreign assignment and to offset such costs and expenses, the Company requires the employee sent on overseas assignment to serve and work with the Company for the minimum prescribed period from date of re-commencing work with the Company in India. If you agree and you are sent on an overseas assignment for a duration of more than 90 days, then you are bound to continue to serve the company for a minimum duration of 1 (one) year from the date of re-commencing work with the Company in India after the last overseas assignment. Such minimum service period obligation of the Employee shall continue after the last overseas assignment irrespective of the number of earlier overseas assignments already completed by the Employee.
12. If you fail to serve the Company for the minimum prescribed period of one year after completing last overseas assignment you shall be liable to pay damages of Rs.1,50,000/- to the Company.

Termination:

13. If you wish to leave the Company prior to completing the minimum service period of one year from the date of re-commencing work with the Company in India after last overseas assignment you will be required to compensate the Company a sum of Rs.1,50,000/- and give the notice for separation.
14. The notice period for separation on your side will be 2 (two) months or payment of amount equal to two months' net salary in lieu of notice. Notice period for separation on the Company's



side at any time will be two months or payment of two months' net salary in lieu of notice. When either side offers the net salary, net salary means gross monthly salary less Provident Fund contribution by employer for the last working month of the employee.

15. However, the Company can terminate you without any notice period and shall not have any Financial or legal liability, if the termination is on the grounds of misconduct/indiscipline and any acts detrimental to the interest of the Company.

16. Confidentiality and Non-disclosure:

- a. *Non-disclosure:* You agree not to use or cause to be used for your own benefit or for the benefit of any third party to disclose to any third party in any manner, directly or indirectly, any proprietary information, customer's confidential information, trade secrets or any other knowledge or information relating to the business of Company or its customers at any time during or after your term of employment.
- b. *Return of Employer Materials:* You shall return to Company before the termination of your employment, any and all written information documents, materials, Laptops, floppy disc, CDs, data files or other media containing computer programs or data and all other property and equipments which constitutes, contains or relates in any way to Company, its customer's confidential information or trade secrets of Company or its customers, and any other written information, documents, materials, disks or other media containing computer programs or data and all other property and equipment of any kind relating in any way to the business of Company or its customers, which are or may be in your

possession, custody or control and which are or may be the property of Company or its customer, whether confidential or not, including any and all copies thereof.

- c. *Business Information:* You shall not during the term of employment with Company and thereafter and except as may be required in the performance of your duties with Company, utilize for your own benefit or that of any third party and will not use or disclose to any third party your knowledge of or any information concerning to the internal organization or business structure of Company or its customers, or the work assignments or capabilities of any office or other employee without the express prior written consent of the Company.

17. Code of Business Conduct (or 'The Code')

As a representative of the Company, you are expected to behave professionally while in the employment of our esteemed organization. You are expected to read the FMC Technologies' Code of Business Conduct and comply with the requirements outlined therein. Please also note very carefully that FMC Technologies requires you to ensure that you do not have any ongoing non-compete obligations with your past or present employers and that, under no circumstances, should you remove or copy, in any form or medium, proprietary material or

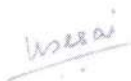


content belonging to your current or past employers. By signing this Offer of Employment, you have effectively acknowledged compliance with the requirements of this clause. It shall be your responsibility to ensure you stay updated on the aforesaid clause by accessing the relevant company intranet pages.

18. *Background Assessment:* In accordance with FMC Technologies Inc's corporate policy on employee background assessments, we wish to let you know that this Offer of Appointment is contingent upon you clearing assessments of your education, past employment, criminal history and (if applicable) professional qualification(s). In the event that the background assessments result in any adverse finding, FMC Technologies reserves the right to withdraw this Offer of Appointment during the hiring stage or discontinue your employment if the assessment report (containing adverse findings) is available only after you have joined the Company.
19. On the day of your joining please fill in the required forms and submit copies of these documents, along with originals for verification.
 - I. 08 (Eight) Passport-size color photographs of self with white color background.
 - II. 03 (Three) Passport-size color photographs of each of your family members - mother, father, spouse, children (for Insurance)
 - III. 02 (two) photocopies each of your ID proof & address proof- Driving License, PAN Card, Voter's ID card, Passport.
 - IV. Photocopies of your 10th/SSC, Inter, Graduation and other education certificates. (Provisional certs are also accepted)
 - V. Vehicle registration copy (RC copy) of employee if he/she would like to claim for Tax exemption on fuel expenses.
 - VI. Photocopies of relieving letters, payslips of current financial year, Form 16, Full & Final settlement, Form 26AS etc from your previous employer(s)

We welcome you into our organization and wish that our association will be beneficial to both of us.

Yours truly,
For FMC Technologies India Private Limited


(Niranjan Desai)
Manager – Human Resources

(Praveen Chahar)

FMC Technologies India Pvt. Ltd.
Plot No. 27(Part), Survey No. 124, Road No 12,
Commerzone, Rajaje IT Park,
Opp. Institute of Preventive Medicine,
Industrial Park, IDA Nacharam,
Hyderabad, Telangana, INDIA – 500 076
Phone: +91 40 86342900,
Fax: ++91 40 86342901
CIN: U29219TG2009FTC079988
Website: TechnipFMC.com

Date: 11/7/18

Name: Rahul Kumar

Address:- Army Institute of Technology, Pune

Letter of Intent

Congratulations!! We are happy to offer you the position of "Associate Engineer". We look forward to your arrival at our company. Tentative date of joining will be 2nd July 2018.

We wish to let you know that this Letter of Intent is contingent upon you clearing assessments of your education, past employment, criminal history and (if applicable) professional qualification(s). In the event that the background assessments result in any adverse finding, the Company reserves the right to withdraw this Letter of Intent at any stage.

Your total cost to the company will be **INR. 565,000/- (Rupees Five Lakhs Sixty-Five Thousand only) per annum**. The payment shall be subject to taxes as applicable. A detailed CTC break-up, mentioning your cash and other allowances/perks, is (Annexure I) for your reference.

CTC Structure (ANNEXURE-I)		
Components of Salary	Rs. / Month	Rs./ Annum
A. Monthly Salary		
Basic Salary	12,138	145,656
House Rent Allowance	6,069	72,828
Travelling Allowance	1,600	19,200
FBP	10,384	124,608
Special Allowance	10,269	123,228
Gross Salary	40,460	485,520
B. Performance Bonus*	2,917	35,000
C. Standard Benefits		
Provident Fund(employer contr)	1,457	17,479
Gratuity	583	7,002
Medical Insurance Premium	1,667	20,000
	3,707	44,480
Total Cost to the Company		565,000

*Performance Bonus is a variable component and will be paid as per the bonus policy of the company

Best Regards,
For FMC Technologies India Private Limited

(Niranjan Desai)
Manager Human Resources



Date:- 20/7/18

Name:-
Address:- Army Institute of Technology, PuneLetter of Intent

Congratulations!! We are happy to offer you the position of "Associate Engineer". We look forward to your arrival at our company. Tentative date of joining will be **2nd July 2018**.

We wish to let you know that this Letter of Intent is contingent upon you clearing assessments of your education, past employment, criminal history and (if applicable) professional qualification(s). In the event that the background assessments result in any adverse finding, the Company reserves the right to withdraw this Letter of Intent at any stage.

Your total cost to the company will be **INR. 565,000/- (Rupees Five Lakhs Sixty-Five Thousand only) per annum**. The payment shall be subject to taxes as applicable. A detailed CTC break-up, mentioning your cash and other allowances/perks, is (Annexure I) for your reference.

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Gratuity	583	7,002
Medical Insurance Premium	1,667	20,000
	3,707	44,480
Total Cost to the Company		565,000

*Performance Bonus is a variable component and will be paid as per the bonus policy of the company

Best Regards,
For FMC Technologies India Private Limited

(Niranjan Desai)
Manager - Human Resources



18.241

Offer: Computer Consultancy
Ref: TCSL/CT20151558823/Pune
Date: 20/09/2017

Mr. Rahul Prakash Mali
Room No -115h, Army Institute Of Technology,
Near Dighi Hills,
Pune-411015,
Maharashtra.
Tel# -

Dear Rahul Prakash Mali,

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 assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/CT20151558823

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



3

18.242

Offer: Computer Consultancy
Ref: TCSL/CT20162128444/Pune
Date: 20/09/2017

Mr. Ravindra Singh Rathore
025h Nbh Army Institute Of Technology Alandi Road,
Dighi Hills,
Pune-411015,
Maharashtra.
Tel# -

Dear Ravindra Singh Rathore,

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 **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/CT20162128444

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

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

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

4. Sundry Medical Reimbursement

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

Focus Academy for Career Enhancement
An IIM Graduates' Enterprise



February 20, 2018

Mr Rishabh Katoch
207-H Army Institute of Technology,
Alandi Road,
Dighi Hills,
Pune-411015

Dear Rishabh Katoch,

Further to our interactions with you, we are pleased to offer you an Internship position in Training Department at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

In addition to the duties that were outlined during your interview, 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. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration during your internship. You are required to be in formals (formal sari for women/business formals for men) for the period of the induction training and subsequently when you travel as a trainer. Your base location and date of joining will be intimated closure to your joining.

This internship is strictly full-time. During your internship, you will be paid stipend of Rs.8,000/- per month plus an accommodation allowance (depending upon your base location). A full-time offer of employment with CTC of Rs.2.64 lacs per annum may be made based on your performance during the period of internship. It is possible that you may be posted to other base locations (different from your base location during internship) when being made a full-time offer.

Thank you.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd

Arumugam N Vadivelu
Manager-Human Resources

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

38

18.244



6th Dec 2017

Mr. Hemanth Reddy
Army Institute of technology - Pune

Dear Hemanth,

Sub: Offer of Appointment as "Associate Engineer"

This has reference to your application and discussion you had with us. We are pleased to offer you a position as "**Associate Engineer**" in the **Grade 14**. You will be operating from our Hyderabad office in India.

Your total cost to the company will be **INR. 565,000/- (Rupees Five Lakhs Sixty Five Thousand only) per annum**. The payment shall be subject to taxes as applicable. A detailed CTC break-up sheet, mentioning your cash and other allowances/perks, is attached (Annexure I) for your reference.

This offer is subject to you and your Surety executing the Service Agreement.

The terms and conditions of your appointment are as follows:

1. You shall join us on or before **2nd July 2018**.
2. You will be on probation for a period of 06 (Six) months. Your performance will be reviewed during and after completion of the probation for confirmation. In case your performance is not up to the required level, the Company may either terminate your service or extend the probation period further.
3. Dependent parents will be covered under Group Mediclaim Insurance Policy along with you for a maximum total amount of Rs. 5, 00,000/- p.a. You will be covered exclusively under Group Personal Accident Insurance for a maximum total amount of Rs. 5, 00,000/- p.a. You will be also covered exclusively under Group Term Life Insurance for a maximum total amount of Rs. 10, 00,000/- p.a. The premium for the above policies will be a part of your cost to the Company.
4. Periodically, the Company may modify any remuneration, benefit, facility or perquisite that has been extended to you. You will follow the Company's policies, rules and regulations currently in force and any future changes.
5. All information regarding your remuneration and terms of employment are confidential and you shall not divulge the content(s) to any company employee except to your appropriate superior authorities.
6. You will contribute 12% of your basic salary towards Provident Fund as per the Govt. rules. The Company shall make a matching contribution on the employee's basic salary.

FMC Technologies India Pvt. Ltd.
Plot No.27(Part), Survey No. 124, Road No 12,
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Opp. Institute of Preventive Medicine,
Industrial Park, IDA Nacharam,
Hyderabad, Telangana, INDIA – 500 076
Phone: +91 40 66342900,
Fax: ++91 40 66342901
CIN: U29219TG2009FTC079988
Website: TechnipFMC.com



7. The Company may send you on deputation or transfer your services to any of its departments or any of its branches in or outside of India. However, such transfers will be governed by the terms and conditions of service as applicable.
8. During the employment in our Company, we expect you not to carry on any business of your own or engage yourself in any other employment, business or service. You shall not at any time during the service period or thereafter disclose to anyone any information, know-how, knowledge, secrets, methods, plans, etc. of the Company. Breach of this condition shall be liable to immediate termination of the employment and the Company may take any other action suitable for breach of the contract.
9. You will be eligible for leave as per the Company's policy.
10. Your next Annual Appraisal and Compensation Review will be notified.

Minimum Service Obligation - After Overseas Assignments

11. The Company will be incurring very substantial expenditure for sending interested employees on the foreign assignment and to offset such costs and expenses, the Company requires the employee sent on overseas assignment to serve and work with the Company for the minimum prescribed period from date of re-commencing work with the Company in India. If you agree and you are sent on an overseas assignment for a duration of more than 90 days, then you are bound to continue to serve the company for a minimum duration of 1 (one) year from the date of re-commencing work with the Company in India after the last overseas assignment. Such minimum service period obligation of the Employee shall continue after the last overseas assignment irrespective of the number of earlier overseas assignments already completed by the Employee.
12. If you fail to serve the Company for the minimum prescribed period of one year after completing last overseas assignment you shall be liable to pay damages of Rs.1,50,000/- to the Company.

Termination:

13. If you wish to leave the Company prior to completing the minimum service period of one year from the date of re-commencing work with the Company in India after last overseas assignment you will be required to compensate the Company a sum of Rs.1,50,000/- and give the notice for separation.
14. The notice period for separation on your side will be 2 (two) months or payment of amount equal to two months' net salary in lieu of notice. Notice period for separation on the Company's side at any time will be two months or payment of two months' net salary in lieu of notice. When



either side offers the net salary, net salary means gross monthly salary less Provident Fund contribution by employer for the last working month of the employee.

15. However, the Company can terminate you without any notice period and shall not have any Financial or legal liability, if the termination is on the grounds of misconduct/indiscipline and any acts detrimental to the interest of the Company.
16. Confidentiality and Non-disclosure:
 - a. *Non-disclosure:* You agree not to use or cause to be used for your own benefit or for the benefit of any third party to disclose to any third party in any manner, directly or indirectly, any proprietary information, customer's confidential information, trade secrets or any other knowledge or information relating to the business of Company or its customers at any time during or after your term of employment.
 - b. *Return of Employer Materials:* You shall return to Company before the termination of your employment, any and all written information documents, materials, Laptops, floppy disc, CDs, data files or other media containing computer programs or data and all other property and equipments which constitutes, contains or relates in any way to Company, its customer's confidential information or trade secrets of Company or its customers, and any other written information, documents, materials, disks or other media containing computer programs or data and all other property and equipment of any kind relating in any way to the business of Company or its customers, which are or may be in your possession, custody or control and which are or may be the property of Company or its customer, whether confidential or not, including any and all copies thereof.
 - c. *Business Information:* You shall not during the term of employment with Company and thereafter and except as may be required in the performance of your duties with Company, utilize for your own benefit or that of any third party and will not use or disclose to any third party your knowledge of or any information concerning to the internal organization or business structure of Company or its customers, or the work assignments or capabilities of any office or other employee without the express prior written consent of the Company.
17. Code of Business Conduct (or 'The Code')

As a representative of the Company, you are expected to behave professionally while in the employment of our esteemed organization. You are expected to read the FMC Technologies' Code of Business Conduct and comply with the requirements outlined therein. Please also note very carefully that FMC Technologies requires you to ensure that you do not have any ongoing non-compete obligations with your past or present employers and that, under no circumstances, should you remove or copy, in any form or medium, proprietary material or content belonging to your current or past employers. By signing this Offer of Employment, you have effectively acknowledged compliance with the requirements of this clause. It shall be your responsibility to ensure you stay updated on the aforesaid clause by accessing the relevant company intranet pages.

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CIN: U29219TG2009FTC079988
Website: TechnipFMC.com



18. *Background Assessment:* In accordance with FMC Technologies Inc's corporate policy on employee background assessments, we wish to let you know that this Offer of Appointment is contingent upon you clearing assessments of your education, past employment, criminal history and (if applicable) professional qualification(s). In the event that the background assessments result in any adverse finding, FMC Technologies reserves the right to withdraw this Offer of Appointment during the hiring stage or discontinue your employment if the assessment report (containing adverse findings) is available only after you have joined the Company.
19. On the day of your joining please fill in the required forms and submit copies of these documents, along with originals for verification.
- I. 08 (Eight) Passport-size color photographs of self with white color background.
 - II. 03 (Three) Passport-size color photographs of each of your family members - mother, father, spouse, children (for Insurance)
 - III. 02 (two) photocopies each of your ID proof & address proof- Driving License, PAN Card, Voter's ID card, Passport.
 - IV. Photocopies of your 10th/SSC, Inter, Graduation and other education certificates. (Provisional certs are also accepted)
 - V. Vehicle registration copy (RC copy) of employee if he/she would like to claim for Tax exemption on fuel expenses.
 - VI. Photocopies of relieving letters, payslips of current financial year, Form 16, Full & Final settlement, Form 26AS etc from your previous employer(s)

We welcome you into our organization and wish that our association will be beneficial to both of us.

Yours truly,
For FMC Technologies India Private Limited

Niranjani

(Niranjan Desai)
Manager – Human Resources

(Hemanth Reddy)

FMC Technologies India Pvt. Ltd.
Plot No.27(Part), Survey No. 124, Road No 12,
Commerzone, Raheja IT Park,
Opp. Institute of Preventive Medicine,
Industrial Park, IDA Nacharam,
Hyderabad, Telangana, INDIA – 500 076
Phone: +91 40 66342900,
Fax: ++91 40 66342901
CIN: U29219TG2009FTC079988
Website: TechnipFMC.com

CTC Structure (ANNEXURE-I)

Name	Hemanth Reddy	
Designation	Associate Engineer	
Date of Joining	2 nd July 2018	
Salary Structure		
Components of Salary	Rs. / Month	Rs. / Annum
A. Monthly Salary		
Basic Salary	12,138	145,656
House Rent Allowance	6,069	72,828
Travelling Allowance	1,600	19,200
FBP	10,384	124,608
Special Allowance	10,269	123,228
Gross Salary	40,460	485,520
B. Performance Bonus*	2,917	35,000
C. Standard Benefits		
Provident Fund (employer contr)	1,457	17,479
Gratuity	583	7,002
Medical Insurance Premium	1,667	20,000
	3,707	44,480
Total Cost to the Company		565,000

*Performance Bonus is a variable component and will be paid as per the bonus policy of the company

Yours truly,
For FMC Technologies India Private Limited

I Accept the above offer

Niranjan

(Niranjan Desai)
Manager – Human Resources

(Hemanth Reddy)



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18-245

Offer: Computer Consultancy
Ref: TCSL/CT20162128461/Pune
Date: 20/09/2017

Mr. Sandeep Garg
Room No-024h Nbh-1 Army Institute Of Technology Alandi Road,
Dighi Hills,
Pune-411015,
Maharashtra.
Tel# 91-9923362752

Dear Sandeep Garg,

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 **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

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

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

4. Sundry Medical Reimbursement

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



5. Personal Allowance

You will be eligible for a monthly personal allowance of ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

6. 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 Initial Learning Programme.

CITY ALLOWANCE

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



OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

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

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

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

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

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

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Loans

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

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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

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



2. Disclaimer

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

3. Training Period

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

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

4. Working Hours

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

5. Mobility

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



6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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



11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

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



15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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

19. Submission of Documents

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

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



- *There is no disciplinary case pending against you in the university
- *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

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GROSS SALARY SHEET

Annexure 1

Name	Sandeep Garg
Designation	Assistant System Engineer-Trainee
Institute Name	Army Institute Of Technology,Pune University, Pune

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

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 Initial Learning Programme.

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Conveyance Allowance	800	9,600
Leave Travel Assistance	850	10,200
Sundry Medical Reimbursement	500	6,000
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant 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. The Retainer/Consultant 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

The Retainer/Consultant 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

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

7. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



9. Equitable Rights

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

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant 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 the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



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18.246

Offer: Computer Consultancy
Ref: TCSL/CT20162128540/Pune
Date: 20/09/2017

Mr. Sanjeev Kumar Pandit
323-H Army Institute Of Technology, Alandi Road,
Dighi Hills,
Pune-411015,
Maharashtra.
Tel# 91-7030305737

Dear Sanjeev Kumar Pandit,

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 assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TCSL/CT20162128540

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

World Head Office: Ground Floor, 5th Ave., 11th Fl., 405, Nagar Road, Nerul, Mumbai - 401 001, India

Tel: 91 206608 7272 Fax: 91 206608 7107 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Narayal Road, Mumbai - 400 021

TCS Careers Service Line: 1800 209 3111 | Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

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

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

4. Sundry Medical Reimbursement

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



5. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

6. 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 Initial Learning Programme.

CITY ALLOWANCE

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



OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



Loans

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

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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

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



2. Disclaimer

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

3. Training Period

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

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

4. Working Hours

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

5. Mobility

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



6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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



11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

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



15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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

19. Submission of Documents

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

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



- *There is no disciplinary case pending against you in the university
- *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Sanjeev Kumar Pandit
Designation	Assistant System Engineer-Trainee
Institute Name	Army Institute Of Technology,Pune University, Pune

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

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 Initial Learning Programme.

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Conveyance Allowance	800	9,600
Leave Travel Assistance	850	10,200
Sundry Medical Reimbursement	500	6,000
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore - 560 066 Tel: 080 - 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3, Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 - 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. **Prior knowledge**

The Retainer/Consultant 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. The Retainer/Consultant 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**

The Retainer/Consultant 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**

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

7. **Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. **No License**

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



9. Equitable Rights

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

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant 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 the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



February 20, 2018

Mr Saurav Bhowmick
A-12/07 Salunkhe Vihar,
AWCHS Society,
Mohammadwadi.

Dear Saurav Bhowmick,

Further to our interactions with you, we are pleased to offer you an Internship position in Training Department at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

In addition to the duties that were outlined during your interview, 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. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration during your internship. You are required to be in formals (formal sari for women/business formals for men) for the period of the induction training and subsequently when you travel as a trainer. Your base location and date of joining will be intimated closure to your joining.

This internship is strictly full-time. During your internship, you will be paid stipend of Rs.8,000/- per month plus an accommodation allowance (depending upon your base location). A full-time offer of employment with CTC of Rs.2.64 lacs per annum may be made based on your performance during the period of internship. It is possible that you may be posted to other base locations (different from your base location during internship) when being made a full-time offer.

Thank you.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd

Arumugam N Vadivelu
Manager-Human Resources

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



JSW Steel Limited

Mr. Shivam Dubey,
Army Institute of Technology, Pune

Dolvi Works: Geetapuram,
Dolvi, Taluka - Pen,
Dist Raigad - 402 107, Maharashtra, India.
CIN. : L27102MH1994PLC152925
Phone : +91 2143 277501-15
Fax : +91 2143 277533/42
Website : www.jsw.in

Dear Shivam,

11th August 2018

Sub: Letter of offer.

With reference to the interview you had with us, we are pleased to offer you the post of 'Graduate Engineer Trainee' in 'LOST' grade and you are placed at JSW Steel Ltd, Dolvi Works, Raigad, Maharashtra. The appointment will be subject to the following terms and conditions:


1. **Salary & benefits:**

Basic	Rs. 9170/-p.m
HRA	Rs. 6070/- p.m.
Conveyance	Rs. 3950/-p.m
Supplementary Allowance	Rs. 8265/-p.m
Food Coupons	Rs. 1500/- p.m.
Medical Reimbursement	Rs. 764/-p.m
L.T.A	Rs. 764/-p.m
Provident Fund	Rs. 1100/-p.m
Gratuity	Rs. 440/-p.m
Eonus	Rs. 1834/-p.m
Production Incentive	Rs. 8100/- p.m. (As per applicable incentive scheme)

- This offer is valid subject to your Graduation Passing with Min 60% aggregate (for Metallurgy 55%) and clearing your course in the prescribed duration.
- You are requested to report at JSW Steel Ltd, Dolvi Works on 10th September 2018 and you are advised to furnish the following documents in original with a copy at the time of your joining duties.
 - Matriculation certificate in support of your date of birth.
 - All certificates and marks sheets in support of your qualification
 - Two copies of your recent passport and two stamp size colour photographs.
 - Declaration in prescribed format regarding any relation working in JSW Group of Companies.
 - Release order, Salary certificates and experience certificate if any.
 - PAN Card (Compulsory).
 - Any wrong information / suppression of information shall be liable for termination of the offer of appointment.
- Your appointment is subject to medical fitness as per our criteria for employment. In the event of any medical abnormality, your offer will stand cancelled. Medically fit candidates will be accepted for joining.
- A detailed appointment letter will be issued to you after your joining.

Kindly confirm acceptance of the above offer via email on or before 20th August 2018 failing which it will be construed that you are not interested in joining us.

Thanking you,
Yours faithfully,
For JSW STEEL LIMITED


Kanak K Singh
VP - HR



Part of O.P. Jindal Group

Regd. Office: JSW Centre,
Bandra Kurla Complex,
Bandra(East), Mumbai - 400 051.
Phone : +91 22 4286 1000
Fax : +91 22 4286 3000



18-248

Offer: Computer Consultancy
Ref: TCSSL/CT20162128471/Pune
Date: 20/09/2017

Mr. Shivam Dubey
Room No.104-G, Nbh, Army Institute Of Technology Alandi Road,
Dighi Hills,
Pune-411015,
Maharashtra.
Tel# -

Dear Shivam Dubey,

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 assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSSL/CT20162128471

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

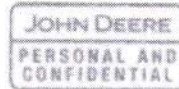
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com

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

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

**JOHN DEERE**

John Deere India Private Limited
CIN - U74220PN1997PTC112441
Unit: John Deere Technology Centre
Cyber City, Magarpatta City,
Hadapsar, Pune 411 013, India
Tel : +91 (20) 6642 5000
Fax: +91 (20) 6642 5001

**Date: June 6, 2018****Mr. Shubham Dubey**

Dear Shubham,

It gives us great pleasure to welcome you to John Deere India Pvt. Ltd (John Deere or Company). With making this leap to John Deere, you have become a part of a global company that takes pride in providing a value based workplace and exciting growth opportunities to its employees. Beginning here, starts your journey of delivering challenging projects in an innovation driven and enriching workplace.

John Deere takes pride in its more than 175 year old heritage and experience in developing technology and equipment that helps billions of people achieve a better quality of life. Being affiliated with John Deere brings a sense of purpose and satisfaction that comes from working with talented employees in a reputed organization that provides quality products and services to its customers. It's an exciting time to work here!

We are confident that you would take the right decision of joining us. Enclosed herewith is your detailed Appointment Letter. Your date of appointment is effective from the date of joining which shall be not later than **July 02, 2018**. If you do not join by this date this appointment stands withdrawn – unless the date of joining is extended and communicated to you in writing.

Please get in touch with us in case you have any queries regarding the components of this letter.

We wish you a successful career with John Deere India Private Limited!

**Yours Faithfully,
For John Deere India Private Limited**

**S Payal
General Manager**

Registered Office: Tower XIV, Cyber City, Magarpatta City, Hadapsar, Pune 411 013, India.
Tel: + 91 (20) 66425000, Fax: + 91 (20) 66425001
Website: www.deere.co.in

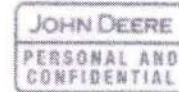
Validity unknown

Digitally signed by S Payal
Date: 2018.06.06 09:40:15 +05:30
Reason:



JOHN DEERE

John Deere India Private Limited
CIN - U74220PN1997PTC112441
Unit: John Deere Technology Centre
Cyber City, Magarpatta City,
Hadapsar, Pune 411 013, India
Tel : +91 (20) 6642 5000
Fax: +91 (20) 6642 5001



Date: June 6, 2018

Mr. Shubham Dubey
Auraiya, Uttar Pradesh

Subject: Appointment Letter

Please refer to the application for the post of **Graduate Engineer Trainee** and subsequent discussions you had with us. We are pleased to appoint you on the following terms and conditions:

A) Appointment

1. JOB TITLE & POSITION:

You will be appointed and designated as **Graduate Engineer Trainee**.

2. JOINING LOCATION:

On your date of joining, you will report for duty at the following address:
John Deere Technology Center, Tower # 14, Cybercity,
Magarpatta City, Hadapsar, Pune - 411 028

3. REPORTING:

You will report to such manager / supervisor who will be assigned by the Company as your supervisor from time to time

4. PROBATION & CONFIRMATION:

You will be on probation for a period of 12 months from the date of joining and will continue to be on probation until your services are confirmed, in writing, by the Company. Confirmation will be dependent upon your satisfactory performance, no integrity or performance related issues being highlighted as part of reference / background check that the Company may conduct and you being declared and remaining medically fit by a medical officer or by a doctor specified by the Company.

5. PLACE & NATURE OF WORK:

Your services may be transferred or rotated to any of our establishments, other place of business of the Company, its subsidiaries, departments or associates of the company whether in or outside India or, any other job of whatsoever nature as the management may deem fit from time to time as per business exigencies, anywhere in or outside India.

6. HOURS OF WORK AND PAID HOLIDAYS:

Your working hours will be governed by applicable law and Company may revise the same from time to time. You will observe the working hours and holidays normally observed by the Department you are assigned to. Because of frequent contact with overseas offices and compliance with various deadlines, it will be necessary from time to time to report for work earlier and / or to work later, all as required. There will be no compensation for additional time worked beyond the normal office hours. You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time by the Company.

Registered Office: Tower XIV, Cyber City, Magarpatta City, Hadapsar, Pune 411 013, India.
Tel: + 91 (20) 66425000, Fax: + 91 (20) 66425001
Website: www.deere.co.in

7. RETIREMENT AGE:

The retirement age is 60 years. The actual date of retirement shall be the last working day of the calendar month on which your 60th birthday falls.

B) Compensation**1. REMUNERATION PACKAGE:**

Annual Fixed CTC: **Rs. 610008 only**

Variable Annual Pay (Short Term Incentive - STI): **Rs. 36601 only**

This shall be paid as per the company performance & policy

Total Cost to Company: Rs. 646609 only.

2. COMPENSATION ADMINISTRATION & DELIVERY:

Increments will not be automatic. Your compensation will be reviewed, in accordance with the review cycle determined by the Company and shall be based on your performance during training / probation and thereafter, business performance and market pay trends.

3. The Salary structure is enclosed herewith as **Annexure "A"**.

C) Other Benefits

Please refer to Annexure "A".

D) Terms and Conditions of Employment

Please refer to Annexure "B".

Please note that the Annexure(s) form integral part of this Appointment letter and should be read in conjunction with the above terms and conditions.

**Yours Faithfully,
For John Deere India Private Limited**

**S Payal
General Manager**

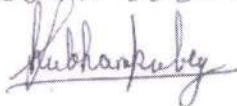
**Pankaj Mohite
(Verified & Checked by)**

DECLARATION

I, SHUBHAM DUBEY..... (Indicate name in full) have read and understood the aforesaid terms and conditions and Annexure(s) of the Appointment Letter. I understand them fully and do hereby accept the employment.

Name : SHUBHAM DUBEY

Signature :



Date : 10/06/2018

Enclosures:

- Salary Structure
- Term and Conditions

Reference ID: 4365710

May 17, 2018

Shubham Tanwar

Dear Shubham Tanwar,

We are pleased to offer you employment in the position of **Associate Consultant** with **Oracle Financial Services Software Limited ("OFSS")**. Your base of operation is **Pune, India**. This offer of employment is made based on India laws.

We offer you a starting compensation at an annual rate of **INR 475000** payable over twelve (12) months. In addition, you will be eligible to participate in the standard bonus compensation plan relevant to your role and line of business.

You will also be eligible to participate in the consulting bonus plan applicable to your role and your Line of Business and region. The consulting bonus plan depends on a number of factors, including the performance of the company, the line of business, your performance and funding by the line of business.

At your career level, you may be eligible to earn a Consulting Bonus of up to **INR 44454** per annum. Calculation of the bonus, and payment thereof, is subject to the discretion of the company. Consulting bonus will be paid out subject to you being on the rolls of the company at the time the bonus is paid out. The company may at any time and in its sole and absolute discretion, amend, suspend, vary, withdraw and modify any of the terms and conditions of the consulting bonus plan.

The break-up of your total gross compensation is given below:

Components	Amount (INR) p.a
Basic Salary	181200
Flexible Benefit Plan (FBP) **	263340
Annual Gross Pay AGP	444540
Company's Contribution to PF	21744
Company's Contribution to Gratuity	8716
Total Gross	475000

** - Details of Flexible Benefit Plan is provided in the Annexure "Employment Agreement & Employment Benefits"

The Company may, at any time, review and/or restructure the Compensation Package.

This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement, Proprietary Agreement and Disclosure of interest. In addition to these terms and conditions stated in the above documents, there are other company policies and procedures which you agree to observe and follow during your employment with Oracle. These company policies and procedures may be varied from time to time.

This offer of employment is contingent upon no adverse information being obtained during reference checking with previous employers, approval of your employment / immigration pass application (if applicable) and satisfactory completion of Oracle's pre-employment background screening process (including verification of educational qualifications and credentials). If you fail any of the above checks, validation or approval, or do not cooperate or provide assistance in undergoing such checks, validation or approval process, this offer will immediately lapse without any claim against, or liability to Oracle.

Once all the information has been obtained and you have satisfactorily completed and passed Oracle's pre-employment background screening process, you will be advised of your commencement date. Upon commencement with Oracle, a final background check will be undertaken in respect of your former employment as may be applicable. In the event that you have provided incorrect, false or misleading information in relation to your former employment, your employment with Oracle will immediately be terminated without any notice.

In the event that you have commenced working for Oracle prior to completion of the background screening

process, and have subsequently fail any of the checks, validation or approval, or have not co-operated or provided assistance in undergoing such checks, validation or approval process, your employment will be terminated with immediate effect without any claim against, or liability to Oracle.

By accepting this offer you confirm that there are no contractual or other legal impediments which may prevent you commencing employment with the Company. Upon acceptance by you, this offer shall form the employment agreement between you and the Company.

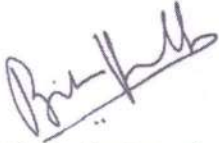
New employees are inducted **every Monday beginning 09:00 am**. You may therefore choose to commence on any Monday based on prior confirmation. On your day of commencement you will be required to sign in all pages including Employment Agreement for our records, a copy of the offer and the Proprietary Information Agreement.

If you have any questions regarding the conditions of your offer, please feel free to contact your HR Rep **Abhilash Joseph** at **91-80-49183694**.

The letter of offer is valid for one (1) week from the date hereof for conveying your acceptance and conditional on confirmation by you that you will commence employment on the date specified by your Manager (unless agreed otherwise by your Manager).

This offer will automatically lapse if not accepted within one (1) week from the date hereof. We look forward to having you with us in our team.

Yours Sincerely,
For **Oracle Financial Services Software Ltd**



Bindu Venkatesh
Vice President – Human Resources & Training

OFFER LETTER ACCEPTANCE:

I, **Shubham Tanwar** agree with all the above terms and conditions of employment with Oracle.

I shall commence employment with effect from **September 10, 2018** unless I am notified by HR that I should commence on an alternative date.

This contract is legally binding based on the laws of India.

Signature: _____ Date: _____



Sonu Kumar
Army Institute of Technology, Pune

February 05, 2018

OFFER OF EMPLOYMENT

Dear Sonu Kumar,

With reference to your application and the subsequent interviews / discussions you had with us, we are pleased to offer you a career opportunity in our organization as **Graduate Engineer Trainee** in the cadre of **GET (Grade T2)**, to be based at **Pune**.

Your gross emoluments including all direct benefits would be **Rs. 3.5 Lacs per annum**.

The other terms and conditions of your employment would be communicated to you on joining. Please submit the following documents to the HR department on or before joining:

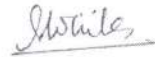
√ Copies of certificates relating to your academic qualifications including final year Graduation mark-sheet	√ Proof of date of birth
√ Relieving letter and proof of salary from your immediate previous employer (If Applicable)	√ PAN card copy
√ Experience certificates of the previous employments (If Applicable)	√ Copy of cheque leaflet of bank account.
	√ Four passport size latest photographs with red background.
	√ Medical fitness certificate from an approved Doctor / Hospital

Kindly note that your employment would be subject to submission of the above documents in order. We would expect you to join us on or before **5th June 2018**, failing which this offer stands invalid.

With best wishes,

For Hyundai Construction Equipment India Pvt. Ltd,


Ajit Thakur
Head - HR, Administration & EHS



HYUNDAI CONSTRUCTION EQUIPMENT INDIA PVT. LTD.

CIN : U45400PN2007FTC130553
Plot No. A - 2, MIDC Chakan, Phase - II, Village-Khalumbre, Pune-410 501, India
T +91 2135 301700 F +91 2135 301712. www.hyundaiindia.net

Subodh Kumar Chilwal
Army Institute of Technology, Pune

February 05, 2018

OFFER OF EMPLOYMENT

Dear Subhodh Kumar,

With reference to your application and the subsequent interviews / discussions you had with us, we are pleased to offer you a career opportunity in our organization as **Graduate Engineer Trainee** in the cadre of **GET (Grade T2)**, to be based at **Pune**.

Your gross emoluments including all direct benefits would be **Rs. 3.5 Lacs per annum**.

The other terms and conditions of your employment would be communicated to you on joining. Please submit the following documents to the HR department on or before joining:

√ Copies of certificates relating to your academic qualifications including final year Graduation mark-sheet	√ Proof of date of birth √ PAN card copy √ Copy of cheque leaflet of bank account.
√ Relieving letter and proof of salary from your immediate previous employer (If Applicable)	√ Four passport size latest photographs with red background.
√ Experience certificates of the previous employments (If Applicable)	√ Medical fitness certificate from an approved Doctor / Hospital

Kindly note that your employment would be subject to submission of the above documents in order. We would expect you to join us on or before **5th June 2018**, failing which this offer stands invalid.

With best wishes,

For Hyundai Construction Equipment India Pvt. Ltd,



Ajit Thakur
Head - HR, Administration & EHS



HYUNDAI CONSTRUCTION EQUIPMENT INDIA PVT. LTD.

CIN : U45400PN2007FTC130553

Plot No. A - 2, MIDC Chakan, Phase - II, Village-Khalumbre, Pune-410 501, India
T +91 2135 301700 F +91 2135 301712, www.hyundaiindia.net

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SUJEET KUMAR
C/o, ARMY INSTITUTE OF TECHNOLOGY
DIGHI PUNE

18.254

Feb 23, 2018

Subject: Letter of Appointment

Dear Mr. SUJEET KUMAR,

This is in continuation to your subsequent interview dated February 9, 2018 & your subsequent joining on June 15, 2018.

1. As conveyed, a formal letter of appointment, containing your salary details and other terms & conditions pertaining to your employment in our company as "Engineer" w.e.f June 15, 2018 are attached herewith.
2. You may be posted/transferred in any shift, department, division, factory of the company anywhere in India from time to time as the company deems fit.
3. You will be entitled to salary, perks and benefits as detailed out in attached Annexure - I.
4. You will be on probation for a period of twelve (12) months. The management can extend the probation period in case your performance during your probation period is found to be unsatisfactory.
5. You will be treated confirmed employee for this post if you are not intimated for extension of your probation period in writing by the company. Your confirmation in appointment will be subject to your satisfactory performance during the period of probation.
6. This appointment may be terminated by giving one (01) month notice or pay in lieu thereof. Similarly, in case you resign, you will have to give one (01) month notice period or pay in lieu thereof. However, during the notice period from your side, you must attend the office on regular basis.
7. During your probation period you will be entitled for maximum nine (09) Sick/Casual leave only. During the probation, leave will be accrued at the rate of zero point seventy five (0.75) leave per month. Leaves will be sanctioned as per company leave policy.
8. Upon termination of your employment you shall return to the company all documents and other articles and / or copies thereof belonging to the company, which may be in your possession while in our service.
9. Although your normal work will consist of the duties assigned to you in the capacity as shown above, you may at any time be called upon to discharge any other duties which in the opinion of the company are within your capacity to discharge and you shall forthwith undertake to discharge such duties with diligence and care.

10. During the continuance of your employment and thereafter, you shall observe strict secrecy and shall not divulge to any person, firm or company whatsoever, all such secrets of confidential information to any description acquired by you while in our service, concerning the business, process of manufacture, business practices or affairs of the company or any of its associate or branches, their customers and suppliers.
11. You will devote your whole time attention to the duties entrusted to you and will not engage yourself to work for any other person or firm or company in any capacity nor will you do any private business without obtaining prior permission from the company in writing.
12. During the period of your services with us you will carry out the duties assigned to you and comply with and fulfill the orders, directions and instructions of your superiors. It is clearly understood that you will be governed by the terms, conditions and the rules of discipline of the company which are in force at present and that may be made applicable from time to time in future.
13. If at any time in our opinion, which is final in this matter, you are insolvent or found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us detrimental to the interests of the company or to one or more terms of this letter, your services may be terminated immediately without any notice.
14. Your employment in the company is subject to your physical fitness as certified by the medical practitioner appointed by the company for the purpose and that you will have to appear before him for medical examination on the date/day intimated to you by the company.
15. You will retire from the services of the company at the age of superannuation, which as per present rules will be when you complete the chronological age of 58 years.
16. If any declaration given or information furnished by you in connection with your employment either at the time or before seeking employment or later at any stage in the company, proves to be false or if you are found to have willfully suppressed or withheld any material information, you will be removed from service forthwith, without any notice.

We heartily welcome you to our company and look forward to a mutually beneficial and fruitful relationship between you and the company for the years to come.

Please sign the duplicate copy of this letter in token of your confirmation of having accepted the above terms and conditions of employment and return the same to our Human Resource Department.

Yours sincerely,

for Renata Precision Components Pvt. Ltd.,

Human Resource Department

ANNEXURE - I

Annexure to Letter of Appointment dated June 15, 2018,

Name: **SUJEET KUMAR**

Designation: Engineer

Salary Component	CTC Per Month	CTC Per Annum	Remarks
Basic	9,200	110,400	Paid Monthly
Special allowance /DA	4,600	55,200	Paid Monthly
HRA	4,600	55,200	Paid Monthly
Medical Allowance	1,250	15,000	Paid Monthly
Conveyance	1600	19,200	Paid Monthly
Others	1,750	21,000	Paid Monthly
Total Salary	23,000	276,000	
PF Company Contribution	1656	19,872	Contributed Monthly
Add-On Amount	5000	60,000	We will be adding similar amount every year till you complete 4 years. This amount (i.e Rs 240,000 for 4 years) will be paid to you after completing 4 years at Renata. This will become payable only if you stay in Renata for 4 years. This amount will be forfeited and will not be paid if you leave Renata for any reason, before you complete 4 years.
Gratuity	664	7,965	Paid as per the rules of "The Payment of Gratuity Act, 1972"
Total CTC (Direct & Indirect)	30,320	363,837	

I hereby confirm that the terms and conditions of employment mentioned in this letter are acceptable to me and I undertake to abide by the same.

Name of the Employee: _____

Date: _____ Signature of the Employee: _____

Date: February 7, 2018

OFFER LETTER

Dear Mr. Suvendu Das,

Reference to your application from **Army Institute of Technology** & our subsequent selection process, we are pleased to consider you for the position of "**Graduate Engineer Trainee**" in the services of **Konecranes Private Limited** on the following terms & conditions:

This offer is subject to:

- You are requested to join us on "**11th June, 2018**".
- We request you to confirm the date of joining at the earliest convenience.
- This offer is subject to the Pre-Employment Medical Test.

A formal "Employment Contract" (Appointment letter) will be signed on your joining our employment. You will be bound by all rules & regulations applicable to members of our organization.

Kindly return the copy of this letter duly signed as a token of your acceptance.

Thanking you,

Sincerely,

For **KONECRANES PRIVATE LIMITED**



Yogesh Godse
Director – Human Resources South Asia

KONECRANES PRIVATE LIMITED

Registered Office: Plot No. D-16, Jejuri MIDC, Taluka Purandar, District Pune 412303;

Tel: 02115253801, 02115253802 | **Fax:** +91 2115253803

Corporate Office: Aker Solutions Building, Level 3, Survey no. 75/2/3, Baner Pune – 411045


Tel: +91 20 6719150 | **E-mail:** india.sales@konecranes.com | **Website:** www.konecranes.in

CIN U74210PN1975PTC148965

ANNEXURE
SALARY BREAK-UP

DESCRIPTION	AMOUNT	
	Rs. (P.M.)	Rs. (P.A.)
Stipend	19189	230265
HRA	7676	92106
PF (12% of Stipend- Er.)	2303	27632
Total (Gross Salary)	29167	350000
PF (12% of Stipend- Er.)	2303	27632
PF (12% of Stipend- Ee.)	2303	27632
PT	208	2500
Total (Net Salary)	24353	292236

For **KONECRANES PRIVATE LIMITED**



Yogesh Godse
 Director – Human Resources South Asia

Mr. Suvendu Das

KONECRANES PRIVATE LIMITED

Registered Office: Plot No. D-16, Jejuri MIDC, Taluka Purandar, District Pune 412303;

Tel: 02115253801, 02115253802 | **Fax:** +91 2115253803

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CIN U74210PN1975PTC148965

Date: February 7, 2018

OFFER LETTER

Dear Mr. Tushar Singh,

Reference to your application from **Army Institute of Technology** & our subsequent selection process, we are pleased to consider you for the position of "**Graduate Engineer Trainee**" in the services of **Konecranes Private Limited** on the following terms & conditions:

This offer is subject to:

- You are requested to join us on "**11th June, 2018**".
- We request you to confirm the date of joining at the earliest convenience.
- This offer is subject to the Pre-Employment Medical Test.

A formal "Employment Contract" (Appointment letter) will be signed on your joining our employment. You will be bound by all rules & regulations applicable to members of our organization.

Kindly return the copy of this letter duly signed as a token of your acceptance.

Thanking you,

Sincerely,

For **KONECRANES PRIVATE LIMITED**



Yogesh Godse
Director – Human Resources South Asia

KONECRANES PRIVATE LIMITED

Registered Office: Plot No. D-16, Jejuri MIDC, Taluka Purandar, District Pune 412303;

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PF (12% of Stipend- Ee.)	2303	27632
PT	208	2500
Total (Net Salary)	24353	292236

For **KONECRANES PRIVATE LIMITED**



Yogesh Godse
Director – Human Resources South Asia

Mr. Tushar Singh

KONECRANES PRIVATE LIMITED

Registered Office: Plot No. D-16, Jejuri MIDC, Taluka Purandar, District Pune 412303;

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CIN U74210PN1975PTC148965

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Mr. Vichitravir Dwivedi,
Army Institute of Technology, Pune

Dear Vichitravir,

JSW Steel Limited

Dolvi Works: Geetapuram,
Dolvi, Taluka - Pen,
Dist Raigad - 402 107, Maharashtra, India.
CIN. : L27102MH1994PLC152925
Phone : +91 2143 277501-15
Fax : +91 2143 277533/42
Website : www.jsw.in

11th August 2018

Sub: Letter of offer.

With reference to the interview you had with us, we are pleased to offer you the post of 'Graduate Engineer Trainee' in 'L08T' grade and you are placed at JSW Steel Ltd, Dolvi Works, Raigad, Maharashtra. The appointment will be subject to the following terms and conditions:

1. **Salary & benefits:**

Basic	Rs. 9170/-p.m
HRA	Rs. 6070/- p.m.
Conveyance	Rs. 3950/-p.m
Supplementary Allowance	Rs. 8265/-p.m
Food Coupons	Rs. 1500/- p.m.
Medical Reimbursement	Rs. 764/-p.m
L.T.A	Rs. 764/-p.m
Provident Fund	Rs. 1100/-p.m
Gratuity	Rs. 440/-p.m
Bonus	Rs. 1834/-p.m
Production Incentive	Rs. 8100/- p.m. (As per applicable incentive scheme)

2. This offer is valid subject to your Graduation Passing with Min 60% aggregate (for Metallurgy 55%) and clearing your course in the prescribed duration.
3. You are requested to report at JSW Steel Ltd, Dolvi Works on 10th September 2018 and you are advised to furnish the following documents in original with a copy at the time of your joining duties.
 - 3.1. Matriculation certificate in support of your date of birth.
 - 3.2. All certificates and marks sheets in support of your qualification
 - 3.3. Two copies of your recent passport and two stamp size colour photographs.
 - 3.4. Declaration in prescribed format regarding any relation working in JSW Group of Companies.
 - 3.5. Release order, Salary certificates and experience certificate if any.
 - 3.6. PAN Card (Compulsory).
 - 3.7. Any wrong information / suppression of information shall be liable for termination of the offer of appointment.
4. Your appointment is subject to medical fitness as per our criteria for employment. In the event of any medical abnormality, your offer will stand cancelled. Medically fit candidates will be accepted for joining.
5. A detailed appointment letter will be issued to you after your joining.

Kindly confirm acceptance of the above offer via email on or before 20th August 2018 failing which it will be construed that you are not interested in joining us.

Thanking you,
Yours faithfully,
For JSW STEEL LIMITED

Kanak K Singh
VP - HR



JINDAL Part of O.P. Jindal Group

Regd. Office: JSW Centre,
Bandra Kurla Complex,
Bandra(East), Mumbai - 400 051.
Phone : +91 22 4286 1000
Fax : +91 22 4286 3000



15

180257

Offer: Computer Consultancy
Ref: TCSL/CT20162128566/Pune
Date: 20/09/2017

Mr. Vichitravir Dwivedi
Room 104g, Army Institute Of Tech.Alandi Road,
Dighi Hills,
Pune-411015,
Maharashtra.
Tel# -

Dear Vichitravir Dwivedi,

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 **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TCSL/CT20162128566

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- 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 ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance

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

3. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or 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.

4. Sundry Medical Reimbursement

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



5. Personal Allowance

You will be eligible for a monthly personal allowance of of ₹6,270/- per month. This component is subject to review and may change as per TCSL's compensation policy.

6. 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 Initial Learning Programme.

CITY ALLOWANCE

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



OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



Loans

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

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination 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. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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

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



2. Disclaimer

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

3. Training Period

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

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

4. Working Hours

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

5. Mobility

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



6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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



11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

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



15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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

19. Submission of Documents

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

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets equivalent

- Degree certificate and mark sheets for all semesters

- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)

- Birth Certificate / Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport

- 6 photographs

- Medical Certificate

- An affidavit/notarised undertaking stating:

*There is no criminal offence registered/pending against you



- *There is no disciplinary case pending against you in the university
- *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

 For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



[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 TCSL Centres
- Annexure 3: Confidentiality and IP Terms

TCS Confidential
TCSL/CT20162128566

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

TCS Careers Service Line: 1800 709 3111 Email: careers@tcs.com



GROSS SALARY SHEET

Annexure 1

Name	Vichitravir Dwivedi
Designation	Assistant System Engineer-Trainee
Institute Name	Army Institute Of Technology,Pune University, Pune

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

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 Initial Learning Programme.

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Conveyance Allowance	800	9,600
Leave Travel Assistance	850	10,200
Sundry Medical Reimbursement	500	6,000
Food Card	500	6,000
Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3, Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</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 Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.

2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant 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 Retainer/Consultant-ship, the Retainer/Consultant 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

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant 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. The Retainer/Consultant 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

The Retainer/Consultant 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

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

7. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.



Gmail

COMPOSE

Congratulations on your selection in BYJUS - July- 9th 2018

Inbox (915)



Meghana Raju <meghana.raju@byjus.com>
to me, BYJUS, Abhishek, Pranjali, rajendra

Sent Mail

Dear Vijay Pandey,

Drafts (5)

Congratulations! As per the result of the recruitment drive that you participated in recently, you have been selected for the post of Business Development Associate with BYJUS. Please find attached the Job Description of the profile in this email.
Please note the following about your employment.

More >

Sumit Dasila
Your achha

1. Date of Joining: 09th July 2018
2. Reporting Office Address for the training period of 2 months: BYJUS, first floor, Indraprastha equinox building, above Tata chroma store, opp oasis mall, sony signal, Koramangala, Bangalore 560095. Reception # - 080-71514900.
3. The reporting office for HR formalities will be different. You will receive an email from HR dept soon about the details of the same.
4. Monthly stipend for probation + training period of 2-3 months: Rs 25000 per month CTC*
5. Salary post-conversion**: Rs 4 LPA fixed - 2 LPA incentives
6. Training Period: The typical training period is 2 months. However, for certain employees it may be extended by 1 more month based on performance during the training period.

Kindly reply (Hit Reply to All) back to this email within 24 hours to confirm the acceptance of this offer. Please keep all the necessary documents like mark sheets, PAN card, address proof and identity proof details ready with you for the HR formalities.

For any queries upon arrival, kindly contact Rajendra - +91 - 9164908733

* The stipend figure mentioned is CTC. There will be deductions on the same which include PF and TDS.

** Based on performance, certain employees may be put on the salary package of Rs 2.8 LPA + 1.4 LPA incentives. Upon consistency in performance, the same shall be changed to 4 LPA + 2 LPA incentives later.

Note: Annual incentives are indicative figures. Employees are eligible for earning more or less than the mentioned incentive amount based on performance. Incentives shall be processed quarterly.

About The Company

Think & Learn, the company behind the brand BYJU's, is a niche player in the global Ed-Tech segment. A winner of the Deloitte Fastest 50 India Award in 2012, '13, '14 and the Fastest 300 Asia Award, **Think & Learn** provides educational offerings for a lifetime with teaching skills that give students a crucial competitive advantage in learning to strengthen their basics for examinations and life not just through the app world but also through its training division - BYJU's Classes.

Our wide range of products includes classes for Overseas and Domestic Test Preparation courses handed over in varied formats. The company started with a regular Classroom model and has switched over to a technology-enabled platform making it currently the **India's Largest Ed-tech company**. Not only has the group of passionate educators created technology platforms in Android and iOS, it has partnered with the biggest names in different industries to create products for Tablets and apps for Android across the world touching close to **8 million students** worldwide on our platform.

If you are passionate about making India and the world **Think & Learn** through various platforms, modes and pedagogies then look no further! Our employees can look forward to multiple benefit schemes starting from incentives, impact bonuses, travel incentives, health benefits and much more. The average growth rate of our employees year on year will be anywhere **between 30% to 50%**, and they'll have the opportunity to train and/or lead a team within first 15 months of their employment.

Think & Learn Pvt Ltd is India's largest technology based education provider. Founded in 2008, Think & Learn provides test preparation services and supplemental content for K-12 segment through technology enabled channels like VSAT, Internet and Tablet. The Bangalore based company runs the iconic brand BYJU's Classes which has over 93 test prep centers for exams like CAT, IAS, JEE, **GMAT, GRE** across India.

Backed by **Dr Ranjan Pai** and **Mohandas Pai** of the Manipal group to start with, followed by **Chan Zuckerberg Initiative, Sequoia Capital, Sofina, Verlinvest, Light Speed Ventures, Times Internet, IFC World bank group**.

Think & Learn is the youngest company to win the **CNBC-Crisil Emerging India Award (Education)**.

About The Division

The **Admissions Abroad** divisions, headed by ISB alum Mr. PN Santosh, is a separate division in Think and Learn which has a vision to *change the way grads and undergrads approach higher education*. While working for this division, our employees not only undergo the best-in-the-industry business development training, but also get to understand a big deal about the higher education scenario in India and Abroad. The job involves educational consulting-cum-sales which eventually helps our employees lay down their own roadmap for higher education and get mentored for the same. A typical lifecycle of an employee involves entering as a fresher with doubts about their future and leaving as an MS/MBA candidate with an enriched experience, knowledge and financial independence.

Job Title: Business Development Associate

Job Description: Generating revenue for the team through educational consulting and by closing sales deals either over the phone or face to face. The candidates will get a chance to **rub shoulders with alumni of ISB, IIMs, NITs and various other prestigious institutions of India and the US**. Performing candidates may be given opportunities to train and/or lead a team and/or manage important business accounts.

Responsibilities Include:

- Generating revenue by counseling prospects and converting them to sales.
- Converting free app users to paid users using emails, SMS and direct sales.
- Logging conversations had with prospects on CRM software.
- Doing resume analysis of prospects; suggesting the right type of masters programs
- Explaining the importance of higher education and tools to be used to prepare for the process
- Explaining BYJU's test prep and admissions consulting products
- Share information on various courses, colleges, test prep products, application process and deadlines on proactive basis for abroad education.
- Answer questions about products/service and delivering to the need of the customer.
- Handle B2B counseling in college campuses when required
- Take and process orders in an accurate manner
- To be a single point of interface for all customers till conversion.
- Coordinate with respective team for the product services.
- Helping the team through training and mentoring

Skills Preferred:

- Excellent spoken and verbal skills
- Ability to plan and execute
- Ability to persuade and negotiate
- Ability to work under stress
- Ability to work in a team
- Fast-learner, keen on details, and self-motivated
- A knack for marketing

Location: Bangalore.

Applicable for: B.E / B.Tech [All branches] or Any Graduate with Excellent skills

Sector: Sales and Marketing

CTC: 4 L to 6 L (including fixed and variable components)

Work Timings:

6 days a week and 9 hours a day (9am to 6pm/10am to 7pm /11am to 8pm)

Working on Saturday and Sunday's is mandatory (No exception for this), every Tuesday will be declared as week off.



February 20, 2018

Mr Vijay Pandey
Post-Katra,
Saut Ravidas Nagar,
Shadani-221309

Dear Vijay Pandey,

Further to our interactions with you, we are pleased to offer you an Internship position in Training Department at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

In addition to the duties that were outlined during your interview, 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. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration during your internship. You are required to be in formals (formal sari for women/business formals for men) for the period of the induction training and subsequently when you travel as a trainer. Your base location and date of joining will be intimated closure to your joining.

This internship is strictly full-time. During your internship, you will be paid stipend of Rs.8,000/- per month plus an accommodation allowance (depending upon your base location). A full-time offer of employment with CTC of Rs.2.64 lacs per annum may be made based on your performance during the period of internship. It is possible that you may be posted to other base locations (different from your base location during internship) when being made a full-time offer.

Thank you.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd


Arumugam N Vadivelu
Manager-Human Resources

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



February 20, 2018

Mr Vijay Parmeshwar Waman
Military Boys Hostel,
Parva Paytha,
Pune-09

Dear Vijay Parmeshwar Waman,

Further to our interactions with you, we are pleased to offer you an Internship position in Training Department at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

In addition to the duties that were outlined during your interview, 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. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration during your internship. You are required to be in formals (formal sari for women/business formals for men) for the period of the induction training and subsequently when you travel as a trainer. Your base location and date of joining will be intimated closure to your joining.

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Thank you.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd


Arumugam N Vadivelu
Manager-Human Resources

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

31

18.260

Varroc Engineering Pvt. Ltd.

Regd. & Corp. Office

L-4, MIDC, Industrial Area
Waluj, Aurangabad 431 136,
Maharashtra, India

Tel +91 240 6653600
Fax +91 240 2564540

email: varroc.info@varrocgroup.com
www.varrocgroup.com
CIN : U28920MH1988PTC047335



Date: 31 August 2017

To,
Vikas Kumar Prajapati
S/o SC Prajapati IIIT Road Jhalwa
Allahabad

JOB OFFER LETTER

Dear Vikas,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of "**GRADUATE ENGINEER TRAINEE**" of our organization, as per the terms and conditions discussed with you in person. Please accept our heartiest congratulations on being selected despite very stiff competition from very eminently suitable candidates.

Your date of joining shall be informed to you shortly. This offer is subject to you passing your BE exams and clearing the Pre-Employment Medical Examination.

Please sign this letter as a token of your acceptance & courier it to us as soon as possible. An e-mail confirming your acceptance would also be highly appreciated.

We look forward to a very long & fruitful relationship with you.

Congratulations once again!

Yours faithfully,
For Varroc Group,

Amjad Khan
Deputy General Manager – Human Resource

Varroc Engineering Pvt. Ltd.

Regd. & Corp. Office

L-4, MIDC, Industrial Area
Waluj, Aurangabad 431 136
Maharashtra, India

Tel +91 240 6653600
Fax +91 240 2564540

email: varroc.info@varrocgroup.com
www.varrocgroup.com
CIN : U28920MH1988PTC047335



Sl. No.	Salary Breakup	
	Particulars	Amount
(A)	Monthly Components	
1	Basic Salary	10000
2	House Rent Allowance (HRA)	5000
3	Transport Allowance	1600
4	Uniform Maintenance Allowance	1250
5	Bonus	583
6	Miscellaneous Allowance	13070
	Gross Salary (Monthly)	31503
(B)	Retrials	
1	Provident Fund (Company Contribution)	1200
2	Gratuity(As per Gratuity Act	481
	Total (Monthly)	1681
(C)	Uniform Cost (Monthly)	150
D= (A+B+C)	Grand Total (Monthly)	33334
(E)	Yearly CTC (D*12)	400000

Others:

1. Two sets of Uniform once a year
2. Gratuity is payable as Per The Gratuity Act, 1972

Pre-Employment Medical Test

You would undergo Pre-employment Medical Test, the cost would be borne by the company, subject to the amount as specified in the Company Policy.

To complete the joining formalities, Request you get photocopies of the following documents.

1. Qualification Certificates
2. Experience Certificates (If any)
3. Date of Birth proof & Photo Identification Proof (Indian Government Recognized) – PAN Card, Driving License, Passport, Election Card)
4. 4 Passport Size Photographs

Amjad Khan
Deputy General Manager – Human Resource

Vikas Kumar Prajapati



2
18.261

Offer: Computer Consultancy
Ref: TCSL/CT20162128515/Pune
Date: 20/09/2017

Mr. Vipul Kumar Shukla
Room No-206g,Nbh-1,Army Institute Of TechnologyAlandi Road,
Dighi Hills,
Pune-411015,
Maharashtra.
Tel# -8298260539

Dear Vipul Kumar Shukla,

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 assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. 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 issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/CT20162128515

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

TCS Careers Serviceline: 1800 209 5111 Email: careers@tcs.com



18.261

Offer: Computer Consultancy
Ref: TCSL/CT20162128515/Pune
Date: 20/09/2017

Mr. Vipul Kumar Shukla
Room No-206g,Nbh-1,Army Institute Of TechnologyAlandi Road,
Dighi Hills,
Pune-411015,
Maharashtra.
Tel# -8298260539

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TCSL/CT20162128515

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GROSS SALARY SHEET

Annexure 1

Name	Vipul Kumar Shukla
Designation	Assistant System Engineer-Trainee
Institute Name	Army Institute Of Technology,Pune University, Pune

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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Personal Allowance	6,270	75,240
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

TCS Confidential
TCSL/CT20162128515

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

Godrej & Boyce Mfg. Co. Ltd.

Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India

Tel: +91-22-6796 1700 / 1800

info@godrej.com

www.godrej.com

CIN U28993MH1932PLC001828

Date: 14th April 2018

Corporate Human Resources Department

Ref: HK/HR/PP-OFFER'2018-19/133

Dear Mr. Younus Sheikh,

Greetings from Godrej!

We are delighted to have you coming on board on 20th August, 2018.

We are sure that you are keenly looking forward to what's in store for you upon your joining us.

To make your transition in Godrej smooth, we have planned a comprehensive Corporate Orientation Program at our Vikhroli Establishment in Mumbai.

Your portfolio / assignment and the place of posting will be shared with you after the Corporate Orientation Program.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

Phase I (At the time of Joining):- Corporate Orientation Program, followed by:

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (or)
- On-The-Job Training, as applicable

Phase II (Mid-Year): - Developmental Program(s)

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (or)
- On-The-Job Training, as applicable

Phase III (Upon completion of the Training): - Organization level Development Programs (Common for all) followed by:

- Advanced Programme of Technical Training Program (or)
- Sales, Service and Marketing Training Program (or)
- On-The-Job Training, as applicable

When you take up the assignment we have earmarked for you, you will have a 'buddy' to help and guide you in the initial days.

Please feel free to speak to / write to us for any information that you may need:

Mr.Kamal Sharma (sharmak@godrej.com, 022-67961420)

Mr.Mitesh Kanojiya (miteshk@godrej.com, 022-67961447)

Ms.Rachna Bhuse (rachna@godrej.com; 022-67961454)

We look forward to you becoming part of the exciting growth journey at Godrej!

Warm Regards,

Haur

Harpreet Kaur
Senior Vice President & Head -
Corporate Personnel & Administration

Encl.: Offer Letter

Godrej

Godrej & Boyce Mfg. Co. Ltd.

Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India

Tel: +91-22-6796 1700 / 1800

info@godrej.com

www.godrej.com

CIN U28993MH1932PLC001828

Corporate Human Resources Department

Ref.: HK/HR/TR_Offer'2018-19/TO-133

14th April 2018

Mr. Younus Sheikh
Mira Chara Bagan Para
Plassey
Post - Kaliganj
Nadia - 741156
Mob: 7769986881

TR CAT : C - 200

LETTER OF OFFER

Dear Mr. Younus Sheikh,

With reference to your application and the subsequent interview you had with us, we are pleased confirm your selection as **Graduate Engineer Trainee** in our Organization. Your appointment is covered under the provisions of **Board of Apprenticeship Training (Western Region), Mumbai**. The terms & conditions are as given below:

1. Period of Training:

The training period will be twelve (12) months, from the date of commencement of the training.

2. Consolidated stipend:

You will be paid an All-inclusive Consolidated Stipend of **Rs.35000/- (Rupees Thirty Five Thousand only)** per month.

(In the event of any legislation being enacted/made applicable treating the above mentioned "Consolidated Stipend" as "Salary" for the purpose of calculating Provident Fund, Gratuity, House Rent Allowance, Medical or any other direct / indirect benefit or contribution etc., then in such an event, the said "Consolidated Stipend" shall stand adjusted / modified to the extent so that there is no additional financial burden on the Company on this count i.e., the stipend payable to you by the Company, inclusive of all statutory, direct / indirect benefits or contributions, shall not exceed the above mentioned Consolidated Stipend per month).

3. Leave Entitlement:

You will be eligible for Leave as per the Leave Rules of the Organisation applicable to Company trainees and the same is subject to change from time to time.

4. General terms & conditions :

a) Although it is not mandatory and / or obligatory on the part of the Company to offer you employment upon completion of the training period, you will be considered for any suitable opening that may arise / exists at that point in time, subject to your overall performance, attitude, conduct, attendance & punctuality besides meeting the requisite selection criteria.

b) As a part of the terms and conditions as mentioned in this Letter of Offer, you will be required to sign a Service Agreement (Bond) for a period of two years (one year as a Trainee and one year subject to being absorbed in regular employment upon successful completion of the training period). Enclosed is a draft of the said Service Agreement, which you are required to go through, fill in the relevant details viz., name, address, name of the guarantor etc., and return to us along with the acknowledgement copy of the offer letter at the following address:

Godrej & Boyce Mfg. Co. Ltd.
Corporate Human Resources Dept.
Plant No.11, 2nd Floor, Pirojshanagar,
LBS Marg, Vikhroli (West), Mumbai 400 079.
Contact: Mr. Suresh K / Ms. Aliamma S
Tel.: 022-6796 4151 / 1435

Contd....(2)

Godrej

Godrej & Boyce Mfg. Co. Ltd.
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

(2)

Mr. Younus Sheikh, Nadia - 741156

Upon receipt of your acceptance of the offer letter along with the copy of the Service Agreement, we shall send you the original Service Agreement (Bond). You will be required to return to us the original Service Agreement, duly signed by you and by your guarantor in all the pages, within a week through courier / speed post at the above address. (The guarantor can be any adult person related / known to you and whose financial credibility is also sound enough to recompense the guaranteed amount in case of any default from your side).

- c) During the training period, you will not be eligible for any Variable Pay (viz., Performance Pay, Sales / Service Incentives etc.).
- d) Your selection as a trainee is subject to you being found medically fit by the Company's Medical Officer or by a Medical Practitioner of Company's choice.
- e) **While your initial place of training / posting will be in our Vikhroli Establishment, you are liable to be transferred to any of the Company's Establishments / Upcountry Manufacturing Plants / Project Site Office within the territory of India during your training period and/or thereafter and the same will not have any impact on your Consolidated Monthly Stipend.**
- f) **The Management shall decide your Function (Profile), Division and the Place of Posting as per the business need and exigencies at the end of the Corporate Orientation Program and thereafter. The same shall be binding on you.**
- g) If and when it is required to impart training to you on a non-working day, you will be required to report for training on such days for which you will be given compensatory off. Similarly, as and when required, you may be called upon to report in second shifts when specific / special training opportunities are available.
- h) If you wish to resign from the traineeship of the Company, the notice period is one month during the training period and you will be permitted to do so subject to your fulfilling the terms & conditions as per the Service Agreement (Bond) signed by you. The Company reserves the right not to accept the notice period depending upon business needs and requirements. In case you leave the traineeship without fulfilling the terms & conditions as applicable to you, the Management reserves the right to initiate appropriate proceedings as per law.
- i) Your traineeship can be terminated by the Company at any time by giving you one month notice. Upon successful completion of the training and after absorption in regular employment, the notice period is three months on either side.
- j) The Company reserves the right to terminate your traineeship / employment at any time without notice or payment in lieu thereof if you are found guilty of absence from duty without prior intimation and/or permission for a continuous period of seven days or more, insubordination, non-performance, low productivity, disclosing confidential data or information pertaining to the Company, bonafide loss of confidence, misappropriation of Company's funds, causing damage to the property of the Company, non-compliance of Company rules & regulations besides omission / commission of any act on your part which may be prejudicial to the interest of the Organization.

Contd....(3)

Godrej

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Strictly Private and Confidential.

PRIVATE AND CONFIDENTIAL

2/12/2018

Meduri Venkata Pridhvi
Krishna
32-79/15 Sitaramnagar ,
Devinagar , Safilguda,
Malkajgiri , Secunderabad - 500056

Dear Meduri Venkata Pridhvi Krishna,

LETTER OF APPOINTMENT

- 1 We are pleased to offer you the position of **Technical Associate (Grade - Senior Officer)** in **Technology & Operations** of DBS Asia Hub 2 Private Limited (the "Company"). Your role and responsibilities may from time to time extend to cover other entities within the DBS Group ("Group") which may be situated at any location where the Company has or may in future commence operation. As we continue to make our mark in Asia, we look forward to having you on board to seize the opportunities offered by a growing Asia.

Presently, your posting base is at **Hyderabad**. However, you may be required to proceed to locations outside or overseas from time to time on assignment or otherwise on account of work or for administrative reasons at the discretion of the management. You may be transferred to any branch or location in India or abroad, temporarily or permanently.

Your appointment is subject to your acceptance of this Letter of Appointment and Appendix 1 and Appendix 2 and your confirmation to adhere to the terms and conditions set out herein.

2 TOTAL COMPENSATION

You will receive a total compensation comprising an Annual Guaranteed Cash (Basic Salary and Other Allowances), Variable Bonus and Benefits, the details of which are below:

- (a) Your commencing Annual Guaranteed Cash (Basic Salary and Other Allowances) is Rs. 6,67,948/- only.

Refer "Annexure A" for detail breakup of your Annual Guaranteed Cash.

Meduri Venkata Pridhvi

Registered Office: DBS Asia Hub 2 Pvt. Ltd.
15th Floor, 2.1, TSI Waverock IT/ITES SEZ,
Nanakramguda, Serilingampally Mandal,
Gachibowli, Hyderabad 500 008,
District: Rangareddy, Telangana, India

CIN: U72300TG2015FTC102358

www.dbs.com

7030311832

(b) Variable Bonus

You will be eligible for a Variable Bonus provided you are not serving your notice period consequent to your resignation/termination of your employment by the Company as on the payment date. The amount will be determined by the Company at its sole discretion taking into account your performance, the performance of the Company and the operating unit you are deputed to, as well as other factors that may be determined by the Company.

The Variable Bonus may include: -

- (i) cash;
- (ii) long-term incentives; and/or

In addition, you will be provided with the following allowances and benefits

(c) Other Benefits as detailed in Appendix 1

The compensation structure is subject to change as per the Company's compensation policy from time to time at its sole discretion.

3 PROBATION –

Your probationary service period is 3 (three) months from the date of commencement of employment. Your appointment will be confirmed in writing subject to satisfactory work performance and conduct after the period of 3 (three) months. The Company may at its discretion extend your probationary period, if need be, and such extended period shall be binding upon you. However, your service can be terminated at any time during the probationary period with one month of written notice or payment in lieu of notice and without assigning any reason.

4 RESIGNATION

On confirmation of your appointment with the company, you will continue to be employed by us until either you or we terminate your employment by giving not less than **two months'** written notice, however, it will be at company's discretion. We may, in lieu of notice, also terminate your employment by paying you (subject to paragraph 11(b) & 11(e) in Appendix 2) your salary (as defined in Section 11(a) of Appendix 2) or such proportionate amount according to any unexpected portion of such notice.

5 BENEFITS

- (a) You will enjoy a host of benefits which covers various types of leave including annual leave, medical leave, maternity and paternity leave and insurance. Details of these key benefits are at Appendix 1 (attached) of this letter.
- (b) All schemes on staff benefits, allowances, bonuses and incentives are granted at the Company's sole discretion. The Company may review, modify or revoke these schemes from time to time and this may result in changes in or withdrawal of the schemes, upon notification by the Company.

6 GENERAL TERMS

The general terms in the attached Appendix 1 and Appendix 2 form part of this employment contract. These general terms may be amended, modified or supplemented from time to time, and such changes shall take effect upon notification by the Company.

7 INCOME TAX OBLIGATIONS

You alone will be responsible for taxes of any nature on your income due and payable as a result of your employment with the Company. Taxation will be governed under the (Indian) Income tax Act, 1961 and the rules and regulations made there under. The Company will deduct the tax at source as per applicable rates of income tax.

8 PRE-CONDITIONS

This offer of employment is subject to the following:

- (a) Satisfactory verification of all information submitted in your job application to the Company.
- (b) Your character antecedents/references are satisfactory in all respects for this purpose, the Company may conduct internal and external background checks through external agencies and the information/documents provided by you may be shared with such external agencies.
- (c) Receipt of a clear discharge certificate from your present employer prior to commencement of work
- (d) You are medically fit and able to effectively undertake your duties
- (e) You have disclosed information regarding any of your relative(s) and/or friend employee(s) working with the Company
- (f) Receipt of acceptable employment references by the Company a for you to carry out the duties envisaged by the role offered to you, where applicable

- (g) An employment pass approved by the relevant authority, where applicable.

In the event that any of the conditions above is not fulfilled before you commence work, the Company reserves the right to rescind its offer of employment and you shall have no claim whatsoever against the Company. If you have commenced work, the Company also reserves the right to terminate your services having regard to the provisions of notice period contained in Appendix 2, without payment in-lieu of notice, should (a) any of the above results be unsatisfactory, (b) any of the conditions above remain unfulfilled, or (c) any information given by you (including information given in the Health Declaration Form) is untrue, misleading or inaccurate (d) information given by you in the Health Declaration Form and the documents mentioned in this Clause 8, leads the Company to believe that you are unfit to assume employment with the Company.

9 OTHER

- (a) Your retirement age will be 60 (Sixty) years. The Company may at its sole discretion offer you a contractual appointment after your superannuation at the age of 60 (Sixty), depending upon the Company's requirements and subject to your suitability, experience, good health etc.
- (b) Your salary is confidential to you and is not to be disclosed to anyone. Other than yourself, it is known only to authorized staffs who are required to maintain strict confidentiality. Any contravention will result in disciplinary action.
- (c) The Company has a policy against sexual harassment and is committed to providing an environment free from sexual harassment at the work place.
- (d) You shall read and understand the Employment Policy, HR Process and Guidelines, Code of Conduct, the Policy Against Sexual Harassment and all other rules and regulations governing the Company's employees. Your acceptance of this offer shall be deemed to mean that you have read and understood the Employment Policy, HR Process and Guidelines, Code of Conduct, the Policy Against Sexual Harassment and all other rules and regulations governing the Company's employees and the implications thereof.
- 10 If you have fully read, understood and accepted the terms and conditions contained in this Letter of Appointment as well as in Appendix 1 and Appendix 2 and you may confirm your acceptance of our offer by signing and returning the enclosed duplicate letter to us within one week from the date of this letter failing which this offer will lapse.

Your employment shall commence on a date to be mutually agreed with the Company. The Company shall thereafter, via email, confirm your date of commencement of work. If you do not or are unable to report for work on the agreed date of commencement, the Company may extend or postpone your date of commencement or determine whether this offer is open to you. In the event that Company does not agree to extend or postpone your date of

commencement or determines that this offer is not open to you, the Company may treat this agreement as having terminated immediately without any liability to either party.

- 11 Our offer to you has been made based on the information furnished by you at the time of interview. However, if there is any discrepancy in the copies of the documents / certificates given by you as a proof in support of the above or if any contradiction with regard to information already furnished to us comes to our notice, the Company reserves the right to review or cancel this offer of appointment or terminate the employment as the case may be.
12. We look forward to welcoming you on board and wish you a successful career with DBS.

Yours sincerely,



Deepak Taduru
AVP - Human Resources
DBS Asia Hub 2 Private Ltd., India

ACCEPTANCE OF OFFER

To: Human Resources, DBS Asia Hub 2 Private Ltd.

I have fully read and understood and hence accept the offer of appointment on the terms in this letter and the attached appendices and will start work on _____.

Name and Signature

Date

ANNEXURE - A

Meduri Venkata Pridhvi Krishna
Technical Associate (Grade - Senior Officer)
Technology & Operations

Please find detail breakup of your Annual Guaranteed Cash (Basic Salary and Other Allowances)

ANNUAL GUARANTEED CASH BREAK-UP	Per Annum Amount (INR)
Basic Pay	2,67,180
House Rent Allowance	1,33,596
Conveyance Allowance	19200
Special Allowance	2,07,972
Statutory Bonus	0/-
Medical Allowance	15000
Leave Travel Allowance	25000
Annual Guaranteed Cash	6,67,948
Employer's Provident Fund	32064
Cost to Company	7,00,012