

**ARMY INSTITUTE OF TECHNOLOGY, DIGHI, PUNE**

**SUMMARY OF APPOINTMENT ORDERS OF OUTGOING STUDENTS YEARWISE**

**DEPARTMENT NAME : Mechanical**

**YEAR : 2018-19**

<b>Sr No</b>	<b>Name of the Student</b>	<b>Placed Company Name</b>	<b>Appt Order Page no.</b>
1	Mr Abhishek Shukla	Technip FMC	01-05
2	Mr Aditya Udit Singh	Tata Consultancy	06-23
3	Mr Akash Tyagi	Tata Consultancy	24-27
4	Miss Anamika Shukla	Technip FMC	28-32
5	Mr Ankit Mishra	FORBES MARSHAL	33-33
6	Mr Tushar Bhande	FORBES MARSHAL	34-34
7	Mr Mayank Singh	FL Smidth India	35-36
8	Mr Ansul Gupta	quantiphi	37-38
9	Mr Aritra Saha	Vodafone	39-39
10	Mr Pranav Prabhakar	Alfa Laval	40-40
11	Mr Arjit Ghosh	FL Smidth India	41-42
12	Miss Sadhika Parashar	FIG md	43-44
13	Mr Ashish Tanwar	Praj	45-45
14	Mr Deepak Singh Bhadouria	Tata Technologies	46-53
15	Mr Mihir Bhatt	Mu Sigma	54-59
16	Mr Mohit Sharma	Persistent System	60-64
17	Mr Nitin Bisht	Persistent System	65-69
18	Mr Neelesh Chandola	Technip FMC	70-74
19	Mr Nepolian Kumar	RENISHAW	75-77
20	Mr Nitesh Shaju	Godrej & Boyce	78-82
21	Mr Parvesh Kumar	Technip FMC	83-87
22	Mr Varon Miranda	Alfa Laval	88-88
23	Mr Prateek Agarwal	Deloitte	89-89
24	Mr Pratik Pandey	Varroc	90-91
25	Mr Praveen Kumar	Godrej & Boyce	92-95
26	Mr Rahul Raj C	Coffee Day	96-97
27	Mr Rohit Bhatt	Tata Consultancy	98-109
28	Mr Sachin Diwivedi	Godrej & Boyce	110-113
29	Mr Sandeep Anandan	WABCO INDIA	114-115
30	Mr Shivam Mishra	Technip FMC	116-120
31	Mr Sumit kumar	Tata Consultancy	121-122
32	Mr Suryakant	Tata Technologies	123-130
33	Mr Tanuj Saini	Varroc Polymers	131-132
34	Mr Varon Miranda	Alfa Laval	133-133
35	Mr Vivek Saahil	Tata Technologies	134-141
36	Mr Gesso George	Vodafone	142-142
37	Mr Arjit Singh Charak	Coffee Day	143-145



6<sup>th</sup> Aug 2018

Mr. Abhishek Shukla,  
Army Institute of Technology, Pune

Dear Abhishek,

**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 **Grade 14**. You will be operating from our Hyderabad office in India.

Your total cost to the company will be **INR 6,00,000** /- (Rupees Six Lakh 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 July 1<sup>st</sup>, 2019.
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 Mediciam 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,  
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



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. During the period of probation, your services may be terminated by either party giving the other one (1) month notice or Gross Salary in lieu thereof. After confirmation and thereafter, your services may be terminated by either party giving the two (2) months notice or Gross

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Salary in lieu thereof. The management however, reserves the right to insist that you serve the company during the notice period in full or in part thereof, instead of accepting from you, salary in lieu of the said notice period.

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 equipment's 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 organisation. 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

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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. *Joining costs:* Any cost paid to you towards joining (notice period buyout, relocation allowance/ expense, joining bonus, etc.) will be recovered in total if you leave the organization within 1 year from the date of joining.
20. On the day of your joining please fill in the required forms and submit copies of these documents, along with originals for verification.
  - a. 08 (Eight) Passport-size color photographs of self with white color background.
  - b. 03 (Three) Passport-size color photographs of each of your family members - mother, father, spouse, children (for Insurance)
  - c. 02 (two) photocopies each of your ID proof & address proof- Driving License, PAN Card, Voter's ID card, Passport.
  - d. Photocopies of your 10th/SSC, Inter, Graduation and other education certificates. (Provisional certs are also accepted)
  - e. Vehicle registration copy (RC copy) of employee if he/she would like to claim for Tax exemption on fuel expenses.
  - f. Photocopies of relieving letters, pay slips 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 Resource

Abhishek Shukla

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**CTC Structure (ANNEXURE-I)**

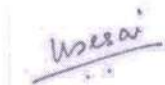
Name	Abhishek Shukla	
Designation	Associate Engineer	
Grade	14	
Date of Joining	July 1 <sup>st</sup> , 2019	
<b>Salary Structure</b>		
<b>Components of Salary</b>	<b>Rs. / Month</b>	<b>Proposed/ Year</b>
<b>A. Monthly Salary</b>		
Basic Salary	17,033	204,400
House Rent Allowance	8,517	102,200
FBP	7,467	89,604
Special Allowance	9,566	114,796
<b>Gross Salary</b>	<b>42,583</b>	<b>511,000</b>
<b>Performance Bonus*</b>	<b>2,917</b>	<b>35,000</b>
<b>C. Standard Benefits</b>		
Provident Fund (employer contr)	2,044	24,528
Gratuity	819	9,826
Medical Insurance Premium	1,667	20,000
	<b>4,529</b>	<b>54,354</b>
<b>Total Cost to the Company**</b>		<b>600,000</b>

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

\*\* Rounded off to nearest hundred

Yours truly,  
For FMC Technologies India Private Limited

I Accept the above offer



(Niranjan Desai)  
Manager – Human Resources

**Abhishek Shukla**



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20182567286/Pune**  
**Date: 18/09/2018**

Mr. Aditya Udit Singh  
Army Institute Of Technology,  
Alandi Road,  
Pune-411015,  
Maharashtra.  
Tel# 91-9897755945

Dear Aditya Udit Singh,

**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 48 hours, 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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## 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. Leave Travel Allowance**

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

#### **3. 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.

#### **4. 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,

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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



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

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

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

## Maternity Leave

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

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

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

## Loans

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

## Professional Memberships

You will be eligible for reimbursement of 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

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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



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.

TCS Confidential

TCSL/CT20182567286

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CT5 1995, Nagar Road, Yerwada, Pune 411 006 India

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



### 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



GROSS SALARY SHEET

Annexure 1

Name	Aditya Udit Singh
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
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
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
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



Annexure 2

Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  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><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  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><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  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><b>Pune</b>  <b>Lead-Talent Acquisition</b>  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><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  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.





19.211

**Offer: Computer Consultancy**  
**Ref: TCSL/CT20172349974/Pune**  
**Date: 21/09/2018**

Mr. Akshay Tyagi  
307 H Obh307-H , H Flank, Army Institute Of Technology, Pune, Dighi Hills, Alandi Road,  
Maharashtra,  
Pune-411015,  
Maharashtra.  
Tel# -

Dear Akshay Tyagi,

**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 48 hours, 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/CT20172349974

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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. Leave Travel Allowance**

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

#### **3. 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.

#### **4. 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.

## 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

TCS Confidential

TCSL/CT20172349974

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## **TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CT5 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



6<sup>th</sup> Aug 2018

Ms. Anamika Shukla,  
Army Institute of Technology, Pune

Dear Anamika,

**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 **Grade 14**. You will be operating from our Hyderabad office in India.

Your total cost to the company will be **INR 6,00,000** /- (Rupees Six Lakh 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 July 1<sup>st</sup>, 2019.
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.
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,  
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

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. During the period of probation, your services may be terminated by either party giving the other one (1) month notice or Gross Salary in lieu thereof. After confirmation and thereafter, your services may be terminated by either party giving the two (2) months notice or Gross



Salary in lieu thereof. The management however, reserves the right to insist that you serve the company during the notice period in full or in part thereof, instead of accepting from you, salary in lieu of the said notice period.

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 equipment's 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 organisation. 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

**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



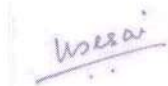
TechnipFMC

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. *Joining costs:* Any cost paid to you towards joining (notice period buyout, relocation allowance/expense, joining bonus, etc.) will be recovered in total if you leave the organization within 1 year from the date of joining.
20. On the day of your joining please fill in the required forms and submit copies of these documents, along with originals for verification.
  - a. 08 (Eight) Passport-size color photographs of self with white color background.
  - b. 03 (Three) Passport-size color photographs of each of your family members - mother, father, spouse, children (for Insurance)
  - c. 02 (two) photocopies each of your ID proof & address proof- Driving License, PAN Card, Voter's ID card, Passport.
  - d. Photocopies of your 10th/SSC, Inter, Graduation and other education certificates. (Provisional certs are also accepted)
  - e. Vehicle registration copy (RC copy) of employee if he/she would like to claim for Tax exemption on fuel expenses.
  - f. Photocopies of relieving letters, pay slips 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 Resource

Anamika Shukla

**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)**

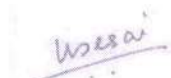
Name	Anamika Shukla	
Designation	Associate Engineer	
Grade	14	
Date of Joining	July 1 <sup>st</sup> , 2019	
<b>Salary Structure</b>		
<b>Components of Salary</b>	<b>Rs. / Month</b>	<b>Proposed/ Year</b>
<b>A. Monthly Salary</b>		
Basic Salary	17,033	204,400
House Rent Allowance	8,517	102,200
FBP	7,467	89,604
Special Allowance	9,566	114,796
<b>Gross Salary</b>	<b>42,583</b>	<b>511,000</b>
<b>Performance Bonus*</b>	<b>2,917</b>	<b>35,000</b>
<b>C. Standard Benefits</b>		
Provident Fund (employer contr)	2,044	24,528
Gratuity	819	9,826
Medical Insurance Premium	1,667	20,000
	<b>4,529</b>	<b>54,354</b>
<b>Total Cost to the Company**</b>		<b>600,000</b>

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

\*\* Rounded off to nearest hundred

Yours truly,  
For FMC Technologies India Private Limited

I Accept the above offer



(Niranjan Desai)  
Manager – Human Resources

\_\_\_\_\_  
Anamika Shukla

19.213



Forbes Marshall  
Krohne Marshall  
Forbes Vyncke  
Forbes Marshall Arca  
Codel International  
Forbes Solar  
Forbes Marshall Steam Systems

HR: BK: CRK: Offer: 19.

26<sup>th</sup> April, 2019

Ankit Mishra  
Village: Kumhari,  
Post: Durgaganj,  
P.S.: Kadwa, Katihar, Bihar- 855105

Dear Ankit,

Based on our meeting earlier, we intend to offer you a position in our Organization as **Graduate Trainee Engineer** at Forbes Marshall, P B #29, Mumbai Pune Road, Kasarwadi, Pune 411034.

At the time of joining you will be issued a formal Appointment letter.

Your appointment will be subject to you being found medically fit & salary details are genuine.

On your day of joining you will need to provide us with -

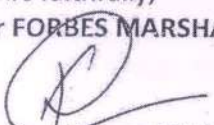
1. Four Passport size colour photographs with White background.
2. Two Copies of your Educational Qualifications:-
3. 10<sup>th</sup> passing certificate
4. 12<sup>th</sup> passing certificate
5. Degree/ Diploma & other qualifications
6. Copies of your experience certificate.
7. **Relieving letter from your previous company.**
8. PAN card
9. ICICI Bank Account number
10. Aadhar Card

Please sign the enclosed copy of the letter and send it to us as a token of your acceptance.

We welcome you to our Forbes Marshall Organization.

Thanking you,

Yours faithfully,  
For FORBES MARSHALL

  
Chaganti Rama Krishna  
Section Manager

Forbes Marshall Private Limited

Opp.106th Milestone, Bombay Poona Road, Kasarwadi, Pune 411034. INDIA. Tel: +91 20 39858555, Fax: +91 20 27147413

Regd. Office: A-34/35, MIDC H Block, Pimpri, Pune 411 018. Tel: +91 20 27442020 / 39851100, Fax: +91 20 27442040

CIN No.: U28996PN1985PTC037806

Energy Conservation | Environment | Process Efficiency

[www.forbesmarshall.com](http://www.forbesmarshall.com)

HR: BK: RJ: Offer: 18

19<sup>th</sup> December 2018

**Tushar Bhande**  
S.No.02, Shumudra Colony, gaikwad Nagar , Dighi, Pune 411015

Dear Tushar,

Based on our meeting earlier, we intend to offer you a position in our Organization as Graduate Trainee Engineer at Forbes Marshall Pvt. PB #29, Mumbai Pune Road, Kasrawadi, Pune 411034

At the time of joining you will be issued a formal Appointment letter.

Your appointment will be subject to you being found medically fit & salary details are genuine.

On your day of joining you will need to provide us with -

1. Four Passport size colour photographs with White background.
2. Two Copies of your Educational Qualifications:-
3. 10<sup>th</sup> passing certificate
4. 12<sup>th</sup> passing certificate
5. Degree/ Diploma & other qualifications
6. Copies of your experience certificate.
7. **Relieving letter from your previous company.**
8. **PAN number**
9. **iCICI Bank Account number.**

Please sign the enclosed copy of the letter and send it to us as a token of your acceptance.  
We welcome you to our Forbes Marshall Organization.

Thanking you,

Yours faithfully,  
For **FORBES MARSHALL**



**Reema Jhangyani**  
Officer- HR

## Congratulations & Welcome to FLSmith - Graduate Engineering Trainee Programme - Mayank Singh - DOJ -10th July 2019

3 messages

Sangeetha Mudaliyar <sangeetha.mudaliyar@flsmidth.com>  
To: "mayanklohmaror@gmail.com" <mayanklohmaror@gmail.com>  
Cc: Krishnaprasad N <krishnaprasad.n@flsmidth.com>, Rajesh Krishnamoorthy <Rajesh.Krishnamoorthy@flsmidth.com>

Tue, Dec 18, 2018 at 3:01 PM

Dear Mayank,

We are glad to welcome you as a member of **FLSmith India** and we hope that your association with us will be productive, meaningful and long term.

We wish to provide maximum opportunities for the growth and well-being of all our employees and are proud of the accomplishments of the people who have contributed to our success.

1. We look forward to your joining us on 10th July' 2019 (Wednesday).
2. You have been selected for training here because we are endeavoring to create a "community" of people who desire to play a part in maintaining our excellence in company services.
3. Your provisional offer letter is attached & the original would be provided on your date of joining.
4. Kindly go through the attachment on on-boarding guidelines for your reference and reach us for any clarifications

You are requested to confirm your acceptance of the terms & conditions within **48 hours** of receiving this Email. Please send across the "**Employee Application form**" fully filled.

We take this opportunity to welcome you to the FLSmith Family and look forward to a perpetual and fruitful association .

For any query please call me at **73587 92111** or drop and email on the same.

Thanks and Regards

**Human Resources**

FLSmith

34 Egatoor, Kelambakkam · Tamil Nadu · 603 103 · India

Tel +91 4447481000 · Fax +91 4427470301

www.flsmidth.com

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2 attachments

**Income Tax Permanent Account Number: AAACF4997N**  
**Corporate Identity Number: U26941TN2000PTC044765**

<b>Grade:</b>		Trainee	
<b>Designation:</b>		GET	
<b>Fixed Cost To Company:</b>		INR. 450,000	
<b>Field / Non-Field Employee:</b>			
S.No	Salary Components	Monthly Salary	Annual Salary
1	Basic Salary	15,000	180,000
2	House Rent Allowance	7,500	90,000
3	Transport Allowance	1,600	19,200
4	Bonus	850	10,200
5	Special Pay	9,429	113,142
<b>Sub Total - Gross Salary (A)</b>		<b>34,379</b>	<b>412,542</b>
<b>Annual Benefits</b>			
6	Lunch Subsidy		7,200
<b>Sub Total - Annual Benefits (B)</b>			<b>7,200</b>
<b>Retirement Benefits</b>			
7	Provident Fund		21,600
8	Gratuity		8,652
<b>Sub Total - Retirement Benefits (C)</b>		<b>-</b>	<b>30,252</b>
<b>Fixed Cost to Company (A+B+C)</b>			<b>450,000</b>

In addition to the above, you will also be eligible for:

1. Group Mediclaim Insurance Coverage as per company policy.
2. Personal Accident insurance coverage for self.
3. We encourage our employees to avail company transport and avoid two wheeler for their safety. In the event of choosing to travel by company transport, an amount of Rs. 1200/- p.m. + taxes as applicable will be deducted from the salary.
4. Lunch will be provided by the company and there will be a recovery of 220/- p.m. + taxes as applicable towards the same.

October 29, 2018

Mr. Anshul Gupta

Email id: ansulsteelrig@gmail.com | Phone no: +91- 8007682708

**Sub: Offer Letter for Employment in Quantiphi Analytics Solutions Private Limited ('Company')**

Dear Anshul,

With reference to your campus interview held on the August 05, 2018, we are pleased to offer you the position of **Business Analyst** with the total package of Rs. 6,50,000 per annum (Rupees Six Lakhs Fifty Thousand Only) in our Company. The offered package is as follows:

Package Details	
Fixed Component	5,50,000
Performance Linked Incentive	1,00,000
<b>Total Package</b>	<b>6,50,000</b>

Your formal appointment letter/agreement will be issued to you on the day of your joining our Company. Please let us know your earliest date of joining.

We would expect you to join as early as possible, but not later than **July 01, 2019** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

**Please note that a set of pre – requisites will be shared with you shortly. It is important and mandatory that you undergo the pre-requisites before your date of joining.**

**This is aimed to help you be ready for the training program that you will undergo in the first few months at Quantiphi.**

On the date of your joining, you may please bring along the following:

1. Copies of certificates/ diplomas / degrees of educational qualifications. (Std. X, Std. XII, Graduation and Post-Graduation).
2. Proof of Date of Birth.
3. Proof of Current Address
4. PAN Card (3 copies)
5. Aadhar Card (3 copies)
6. Copy of latest valid Passport
7. Latest Passport size photograph (3 copies)
8. Banking details for online salary deposit (bank name, branch name, account no., IFSC code of the branch)

Your appointment will be subject to verification of references and this offer is subject to you being medically fit. We welcome you to the Quantiphi Family. Attached along with this letter is your compensation structure, please sign the copy and send us a scan of this letter as a token of acceptance of the same.



Authorized Signatory  
Vivek Khemani  
(Director)

Agreed and Accepted  
Anshul Gupta

Quantiphi Analytics Solutions  
Private Limited

504, Quantum Towers Ram Baug,  
Behind State Bank Of India, Off S.V Road,  
Malad (West), Mumbai 400064.

CIN NO U74999MH2013PTC246212  
PHONE +91 22 2844 3203  
EMAIL support@quantiphi.com  
WEB SITE <http://www.quantiphi.com>

## Compensation Structure

Annual Remuneration	Amount (Rs.)
Fixed CTC	5,50,000
Performance Linked Incentive	1,00,000
<b>Total CTC</b>	<b>6,50,000</b>

Indicative Break-up of the remuneration:			
Fixed Components :		Amount (Rs.)	
		Annual	Monthly
I.	Basic	2,75,000	22,917
II.	HRA	1,37,496	11,458
III.	Conveyance Allowance	19,200	1,600
IV.	Medical Allowance	15,000	1,250
V.	Leave Travel Allowance	22,908	1,909
VI.	Special Pay	80,396	6,700
<b>A.</b>	<b>Gross Salary</b>	<b>5,50,000</b>	<b>45,833</b>

Deductions :			
I.	Employer's Contribution to PF	21,600	1,800
II.	Employer's Contribution to Gratuity	13,224	1,102
III.	Professional Tax	2,500	200
<b>B.</b>	<b>Total Deductions</b>	<b>37,224</b>	<b>3,102</b>
<b>C.</b>	<b>Net Salary (A - B)</b>	<b>5,12,776</b>	<b>42,731</b>

Indicative calculation of the monthly take-home remuneration:	
(this calculation is pre-tax)	
<b>Net Salary (C)</b>	42,731
<b>Deductions</b>	
- Employee's Contribution to ESIC	-
- Employee's Contribution to PF	1,800
<b>D. Total Monthly Salary</b>	<b>40,931</b>

- As and when ESIC becomes applicable to you and to the company the same will be deducted from your remuneration.
- Performance linked incentives, if any, shall be paid as per company policy.
- As per the Company appraisal policy, your yearly performance review and appraisal will be held in the month of July 2020.
- If your Salary is reviewed in less than 12 months, your bonuses (if any) might be paid at the time of such revision. Any such bonus payment shall be pro-rated to the period that you have spent in the company.
- You will be further inducted on the performance system on the day of joining
- The above take home will be subject to deduction of income tax at source (TDS) as per income tax rates as applicable from time to time.
- Gratuity shall be paid as per The Payment of Gratuity Act, 1972
- Relocation policy will be applicable only to the candidates who are based outside Mumbai

Signature: \_\_\_\_\_

Name: Anshul Gupta

Date: 27 May, 2019

## LETTER OF INTENT FOR TRAINING

**Aritra Saha**

n-0155,collage  
road,near girls high  
school,Karimpur-  
1,Nadia,Karimpur,West  
Bengal,741152

Dear Aritra,

With reference to your application and the subsequent interviews with us, we are pleased to offer you the position of **Trainee** on the following terms and conditions:

1. Your initial place of posting will be at the Pune SEZ unit of the Company located at
2. You are expected to join us on **26 August 2019**, failing which we will presume that you have no interest in seeking training with us. Accordingly, this offer for training will be treated as cancelled and withdrawn. The Business hours begin from **09:30 am** onwards.
3. Please submit photocopies of the following documents at the time of your joining:
  - a) Documentary evidence of date of birth
  - b) Attested photocopies of all educational qualifications (SSC, HSC, Degree/Diploma)
  - c) Six passport size photographs
  - d) Blood group proof (medical test report / any ID with Blood Group mentioned)
  - e) PAN card copy

This offer is subject to your successful completion of graduation and submitting the educational credentials within 90 days from the date of joining.

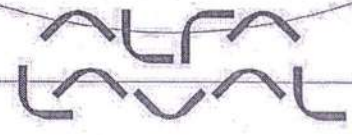
4. The Compensation and Benefits Program applicable to your Band is enclosed for your reference. We reiterate that your compensation is a confidential matter between you and the Company and we reaffirm that the Company shall view any breach of confidentiality with the utmost seriousness.
5. This is not a Letter of Appointment but a Letter of Intent (**LoI**) granting you training facilities in our organization.
6. The formal Letter of Appointment (**LoA**) will be issued at the time of your joining.
7. You will be on training for a period of 12 months from the date of joining
8. On completion of your training, based on your performance, you will be considered for absorption in the regular cadre of the Company as an employee.
9. Please sign and return the duplicate copy of this letter, indicating your acceptance.

We look forward to your joining us.

For Vodafone India Services Private Limited/ Vodafone Global Services Private Limited  
Lalit Khosla  
General Manager



19.2.15



Date: 22<sup>nd</sup> Feb-2019

To,  
Prof Manoj S Khaladkar  
Training & Placement Officer  
(Vice President-Pune Region)  
Maharashtra TPO Association  
Army Institute of Technology  
Dighi Hills, Pune-411015  
Maharashtra, India

Alfa Laval (India) Limited  
Registered Office:  
Mumbai Pune Road  
Dapodi  
Pune 411 012  
Maharashtra (India)  
Tel: + 91 20 27107100  
+ 91 20 66119100  
Fax:+ 91 20 27107493  
www.alfalaval.com

Subject: Provisional Selection Letter

Dear Sir/Madam,

This has reference to campus selection at your esteemed institute on "22<sup>nd</sup> Feb 2019". We are thankful for your generosity & support in making our visit more meaningful. We are delighted to offer appointment to the following candidates as Graduate Engineer Trainee GET.

Sr. No.	Name	Stream
1.	Mr./Ms Pranav Prabhakar	Mechanical
2.	Mr./Ms Anitara	Mechanical
3.	Mr./Ms Varon Victor Miranda	Mechanical

The above selected candidates would be required to join us in August 2019 after completing their final examination. The exact date of joining would be communicated to the candidate latest by July 2019.

Their appointment shall be subject to a clearance of pre-employment medical test and acceptable feedback from professional references prior to their joining. Formal Letter of Appointment will be given to them at the time of joining with us. Kindly communicate the same to the above candidates.

Thanking you,

Yours faithfully,  
For Alfa Laval India Pvt. Limited

For Vinod Bidwaik  
Vice President - Human Resources



**Fwd: Congratulations & Welcome to FLSmidth - Graduate Engineering Trainee Programme - Arjit Ghosh - DOJ -10th July 2019**

19.2.16

Arjit Ghosh <arjit11031997@gmail.com>

Thu 06-Jun-19 4:00 PM

To: Training Placement Officer TPO <tpo@aitpune.edu.in>;

2 attachments (2 MB)

Campus Kit.zip; GET Provisional Offer .pdf;

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

From: Sangeetha Mudaliyar <sangeetha.mudaliyar@flsmidth.com>

Date: Tue, 18 Dec, 2018, 3:03 PM

Subject: Congratulations & Welcome to FLSmidth - Graduate Engineering Trainee Programme - Arjit Ghosh - DOJ -10th July 2019

To: arjit11031997@gmail.com <arjit11031997@gmail.com>

From: Krishnaprasad N <krishnaprasad.n@flsmidth.com>, Rajesh Krishnamoorthy <Rajesh.Krishnamoorthy@flsmidth.com>

Dear Arjit,

We are glad to welcome you as a member of **FLSmidth India** and we hope that your association with us will be productive, meaningful and long term.

We wish to provide maximum opportunities for the growth and well-being of all our employees and are proud of the accomplishments of the people who have contributed to our success.

1. We look forward to your joining us on 10th July' 2019 (Wednesday).
2. You have been selected for training here because we are endeavoring to create a "community" of people who desire to play a part in maintaining our excellence in company services.
3. Your provisional offer letter is attached & the original would be provided on your date of joining.
4. Kindly go through the attachment on on-boarding guidelines for your reference and reach us for any clarifications.

You are requested to confirm your acceptance of the terms & conditions within **48 hours** of receiving this Email. Please send across the "**Employee Application form**" fully filled.

We take this opportunity to welcome you to the FLSmidth Family and look forward to a perpetual and fruitful association.

For any query please call me at [73587 92111](tel:7358792111) or drop and email on the same.

Thanks and Regards

**Human Resources**

<b>Grade:</b>		Trainee	
<b>Designation:</b>		GET	
<b>Fixed Cost To Company:</b>		INR. 450,000	
<b>Field / Non-Field Employee:</b>			
S.No	Salary Components	Monthly Salary	Annual Salary
1	Basic Salary	15,000	180,000
2	House Rent Allowance	7,500	90,000
3	Transport Allowance	1,600	19,200
4	Bonus	850	10,200
5	Special Pay	9,429	113,142
<b>Sub Total - Gross Salary (A)</b>		<b>34,379</b>	<b>412,542</b>
<b>Annual Benefits</b>			
6	Lunch Subsidy		7,200
<b>Sub Total - Annual Benefits (B)</b>			<b>7,200</b>
<b>Retirement Benefits</b>			
7	Provident Fund		21,600
8	Gratuity		8,652
<b>Sub Total - Retirement Benefits (C)</b>		<b>-</b>	<b>30,252</b>
<b>Fixed Cost to Company (A+B+C)</b>			<b>450,000</b>

In addition to the above, you will also be eligible for:

1. Group Medclaim Insurance Coverage as per company policy.
2. Personal Accident insurance coverage for self.
3. We encourage our employees to avail company transport and avoid two wheeler for their safety. In the event of choosing to travel by company transport, an amount of Rs. 1200/- p.m. + taxes as applicable will be deducted from the salary.
4. Lunch will be provided by the company and there will be a recovery of 220/- p.m. + taxes as applicable towards the same.

*[Signature]*  
Anjith Ghosh



Ref: LOI/FI040/2018

Date: September 5, 2018

College: Army Institute of Technology, Pune

**Subject: Letter of Intent**

Dear Sadhika Parashar,

This refers to your application and subsequent discussions we have had with you. We are pleased to inform that you have been selected as **Associate Software Developer** at band **L3** in our organization.

Subsequent to your joining the Company, you will be eligible for an Annual Salary package of **Rs. 5,50,008/- (Rupees Five Lacs Fifty Thousand and Eight only)**. Please refer to Annexure 1 for breakup of your salary package.

You are required to mandatorily possess a valid PAN card and Adhaar card at the time of joining the Company.

This Letter of Intent is valid subject to you being found medically fit by the company appointed doctor, satisfactory completion of your course, meeting the set eligibility criteria at the end of your course and completing all necessary documentation pertaining to your Employment.

We request you to confirm us your acceptance of this Letter of Intent by signing and returning the duplicate copy of this letter, which in any case should not be later than **September 6, 2018** and also intimating to us your date/month of joining. We look forward to having you on board and wish you a rewarding career with us.

**Sincerely,  
For FIGmd (India) Pvt.Ltd.,**

**For Employee,**



**Ameya Gokhale  
Manager-Human Resources**

**Name:  
Location:  
Date:**

FIGMD (INDIA) PRIVATE LIMITED

B/202, 140/3 Vanshaj Prestige, Pashan Sus Road, Pune, 411021 Maharashtra, India

Off : 020-66879009 website: [www.figmd.com](http://www.figmd.com) CIN: U72900PN2016FTC165476

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**Annexure 1**

Salary Break Up				
Sr No	Particulars	Amount in INR	% As per Sal. Structure	L3
<b>I</b>	<b>Monthly Gross Earnings</b>			
	Basic	18,334	40.00%	
	HRA	9,167	5.00%	
	Transport Allowance	1,600	As per grade	
	Medical Allowance	1,250	1250	
	Telephone Reimbursement Allowance	1000	As per grade	
	Food Allowance	2200	2200	
	LTA reimbursement	2000	As per grade	
	Other Allowance	7315	Bal. Fig.	
	<b>Gross-Sub Total 1</b>	<b>42,866</b>		
<b>II</b>	<b>Employer Contribution</b>			
	Provident Fund	1950		
	ESIC	0		
	Gratuity	882		
	Health Insurance SA Rs 2 L + Accidental Insurance Premium SA Rs 10L	136	<b>No. of lives</b>	1
	<b>Sub Total 2</b>	<b>2,968</b>		
<b>III</b>	<b>Employee Contribution / Deductions</b>			
	Profession tax	200		
	Provident Fund	1800		
	ESIC	0		
	<b>Sub Total 3</b>	<b>2,000</b>		
<b>IV</b>	<b>Net Pay</b>	<b>40,866</b>		
<b>V</b>	<b>Monthly CTC</b>	<b>45,834</b>		
<b>VI</b>	<b>Annual CTC</b>	<b>550,008</b>		
<b>Note:-The income tax will be deducted as per income tax rules.</b>				
<b>*A non taxable component which will be included on request. Employee will be provided with HDFC meal card post joining.</b>				

FIGMD (INDIA) PRIVATE LIMITED

B/202, 140/3 Vanshaj Prestige, Pashan Sus Road, Pune,411021 Maharashtra, India

Off : 020-66879009 website: [www.figmd.com](http://www.figmd.com) CIN: U72900PN2016FTC165476

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PIL:COHR:SMK:19-20

April 8, 2019

To,

Mr. Ashish Tanwar,

**Subject: Offer Letter**

Dear Mr. Tanwar,

***Congratulations !***

We are pleased to inform you that you have been selected for the post of "Graduate Engineer Trainee" in our Organization.

You will be paid an annual emolument of Rs. 3,75,000/- on CTC basis. The detailed Salary break up is attached herewith as Annexure.

The detailed Appointment Letter will be handed over to you upon your joining.

Your appointment is subject to you being found medically fit under Pre-Employment Medical check-up.

You should join our organization on 1<sup>st</sup> July 2019.

Kindly return the duplicate copy of this letter duly counter signed by you as token of your acceptance of the terms and conditions stipulated herein as well as in the Annexure attached herewith.

We look forward to your joining PRAJ INDUSTRIES LTD.  
Thanking you,

For PRAJ INDUSTRIES LTD.

Sanjeev Khandekar  
Chief Human Resource Officer

Encl : Annexure - A (Offer)

**Praj Industries Limited**

Regd. Office : "Praj Tower", S. No. 274 & 275/2, Bhumkar Chowk - Hinjewadi Road, Hinjewadi, Pune : 411057. Ph : +91 20 71802000 / 22941000  
f : +91 20 22941116 e : info@praj.net w : www.praj.net CIN : L27101PN1985PLC038031



19.218

Private & Confidential

February 19, 2019

**Mr. Deepak Singh Bhadouria**

Vill-Ballo Ki Garia,  
Teh- Chakar Nagar,  
Dist- Etawah (Up)

Letter of Appointment

Dear **Mr. Deepak Singh Bhadouria**

Congratulations! Further to your Campus interview, we are delighted to offer you employment with TATA Technologies as a 'Graduate Engineer Trainee' at an annual gross remuneration of **Rs.414565 (Four Lakhs Fourteen Thousand Five Hundred Sixty Five only)**. Our aim is to provide you with a challenging and fulfilling experience to deliver your full potential and achieve your personal goals.

Please join us on July 01, 2019 @ 0900 hours and report to:

Tata Technologies Ltd.  
25, Rajiv Gandhi IT Park  
Hinjewadi Phase - 1  
Pune - 411057

Please go through the following enclosed documents comprehensively.

1. Terms of the employment offer - Annexure A
2. Compensation break-up - Annexure B
3. Pre-joining documents checklist - Annexure C
4. Summary of Benefits - Annexure D

At the time of joining, please provide us with a signed copy of the "Terms & Conditions of Employment" (Annexure - A) confirming your acceptance of the same.

In case you require any clarifications, please contact any of the following persons:

- **Mr. Rohan Gavade**
- **Ms. Nikita Sharma**

Welcome to Tata Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

With warm regards

**Kamal Dunani**  
Global Head - Talent Acquisition

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Tel: +91-20- 66529090; Fax: +91-20-6652 9095



Annexure "A"

Terms and Conditions of Employment

FOR:

Mr. Deepak Singh Bhadouria  
Vill-Ballo Ki Garia,  
Teh- Chakar Nagar,  
Dist- Etawah (Up)

In pursuance to our discussions had with you on offering you a position with Tata Technologies, we are pleased to present you our appointment letter based on the following terms and conditions.

**1. Verification & submission of copies of certificates**

Your appointment is subject to your clearing the **B.Tech Course** with **minimum 60% in aggregate of all semesters by June 2019**. Please bring originals and copies of your final degree certificate and mark-sheet for mandatory verification & our record. In case these final certificates & mark sheet are yet to be released by your college, they will need to be verified immediately as available. If it transpires after you join us, that you have secured less than 60% marks (CQPI up to your final college semester) we will be compelled to terminate your services.

**2. Training & Confirmation**

Your training period shall be of one year and shall comprise of both "Class Room" and "On the Job" training content. Your performance on the training program will be assessed both during and at the end of the program. Successful completion of the Training program is mandatory for your confirmation and continuation of employment.

Our training location for the Classroom Training (Six weeks approximately) is centralized at Pune, irrespective of the final work location to which you are assigned.

**3. Designation & Work location**

You will be designated as **Graduate Engineer Trainee**. Your location of posting will be communicated before completion of your Class Room Training Program at Pune. In case your work location is other than Pune, you need to travel to that location immediately after the Class Room training at your own cost. The company also reserves the right to transfer its employees any time during their tenure of service to any location or department of the company, or its Affiliates or to a Customer's "Work Location".

**4. Work Timings**

The days & timings of work may vary depending on your location of work and the Customer account to which you are assigned. This may also involve working in shifts or beyond normal working hours depending on exigencies of work. Unless otherwise specified, such additional hours of work shall be deemed to be covered in your remuneration detailed in section 6 below. You shall abide by the office duties, stand-by duties, time schedules and other directions as may be prescribed by the Company from time to time. The Company at its sole discretion shall regulate the time schedule of the duties.

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### **5. Unauthorized Absence & Alternate Engagement:**

Absence for a continuous period of three days without intimation is construed as "Unauthorised Absence". This is considered as an act of serious misconduct. You shall devote full time to the work of the Company and shall not undertake any direct/indirect business or any other assignment whether honorary or remunerative or accept any reward except with prior written permission of the Company.

Any violation of the above invokes disciplinary action and may lead to termination of employment.

### **6. Remuneration**

In the first year of your employment, your Annual Total Cost to Company shall be Rs. **414565 (Four Lakhs Fourteen Thousand Five Hundred Sixty Five only)**. Thereafter, the company norms and practices will apply. The break-up of your remuneration is attached as **Annexure "B"**. You are also eligible for the following bonuses:

- **Loyalty Bonus:**  
You will be eligible for a one Time Loyalty Bonus of Rs. **75000** (Seventy Five Thousand only) on your successful completion of three years continuous service with the company.
- The above bonuses shall not be paid in advance of completion of the stipulated period of service or be paid pro-rata, proportionate to a completed period.

### **7. Income Tax**

All payments received by you from the Company are subject to Income tax deducted at source as per the Income tax rules applicable from time to time. However the onus to satisfy your Assessing Officer regarding your tax liability shall exclusively lie on you.

### **8. Benefits**

In addition to the above remuneration, you will be entitled for benefits of Gratuity, Provident Fund and Medical Insurance Cover, location specific transport & other available facilities. You will be eligible for leave commensurate with the norms followed at individual locations for specific customer accounts.

### **9. Superannuation**

You shall retire from the services of the company on attainment of sixty years of age.

### **10. PTO / Holidays**

You shall be governed by the provisions of Paid Time Off (PTO) policy.

### **11. Code of Conduct**

With the acceptance of this letter, you will undertake to abide by the guidelines of the Tata Code of Conduct (TCOC) and will be required to demonstrate appropriate behavior towards its adherence and cherish the values propagated by the Company.

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## **12. Background Check**

The Company reserves its right to engage a professional agency to verify information provided by you in your application or thereafter. If the information furnished by you while seeking employment, is found to be incorrect, misleading or suppressed or upon being found with past conviction for criminal acts, the Company shall be within its rights terminate your services.

## **13. Data Protection and Privacy**

You shall not divulge to anyone, whether a direct competitor or otherwise, by word of mouth or otherwise any particulars or details of our security source code, security arrangements and administrative and / or organizational matters whether confidential, secret or otherwise, which you may acquire during the course of your employment with the Company. You shall also use your best endeavor to prevent the disclosure, communication and publication of any confidential information.

On joining, you will be required to sign the 'Individual Confidential Nondisclosure Agreement' which shall form part of the appointment letter and terms incorporated herein by reference. The Company reserves the right to initiate legal action against you in case of breach of the Individual Confidential Nondisclosure Agreement.

You further give your explicit consent that Tata Technologies may transfer any of your personal data to any other company within the Tata Technologies group of companies globally in connection with the conduct of business. You also give your explicit consent to Tata Technologies disclosing your personal data limited to that required for the purposes of performing your job for clients, potential clients, suppliers, and other third parties that you may have reason to be in contact with in pursuance of your job.

It is essential that your personal records are accurate and kept up to date. It is your responsibility to notify the HR department and update the information in Personal Information Tab in [Employee Self Service Portal](#).

## **14. Conflict of Interest**

In the event of your decision to sever the relationship with the Company, you shall ensure that your new assignment does not conflict directly or indirectly with the interest of the company, customers with whom you were engaged during the employment with company.

## **15. Medical Fitness**

Your appointment and continuance of your employment with the Company is subject to you being physically fit to carry out the jobs assigned by the company. We presume that the validity of answers you gave in our application form at Campus interview still prevail. If this presumption is incorrect, on account of any medical condition that developed subsequently, you are obligated to declare this before joining. You undertake to inform your Reporting Manager & HR Manager immediately if any medical serious medical conditions arise whilst in service.

Any concealment of correct & up to date information will be treated as a breach of trust and invoke disciplinary action and possible dismissal from services.

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## 16. Separation

Your appointment is subject to termination with **three months' notice** by you or by the Company. You should be fully available for company work during the notice period. Absence of notice period of three months or part thereof, invokes a payment of three months' basic salary or part thereof by you to the Company or by the Company to you, as the case may be, in lieu of the notice period. However, accepting a notice period less than three months is entirely at the Company's discretion. The Company is not under any compulsion to accept an employee's offer to surrender the basic salary in lieu of notice period or a part thereof.

Notwithstanding what has been mentioned above, the Company may also terminate your appointment with immediate effect and without notice period, if you are found guilty of serious misconduct.

## 17. General

The above terms and conditions are based on company policies, procedures and other rules currently applicable and are subject to amendments from time to time. You will also abide by all these and other rules and regulations of the company as shall be in force, from time to time.

For TATA Technologies Ltd

**Rahul Verma**  
Global Head – Rewards & Performance

I have read the appointment letter and accept the terms and conditions set out and shall abide by the same. I will join the Organization effective July 1, 2019.

I further agree that I have carefully considered and obtained appropriate counsel, wherever necessary on the nature and extent of the restrictions, rights and remedies conferred upon the Company under this appointment letter and hereby acknowledge and agree that the covenants contained in this agreement are supported by good and valuable consideration, are reasonable in time and are reasonably necessary to protect the legitimate business interests of the Company.

Name: Deepak Singh Bhadouria

Signature of the Candidate:

Date:

Place:

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**ANNEXURE B****COMPENSATION COMPONENT**

Name	Mr. Deepak Singh Bhadouria	
Grade	L1.1	
<b>COMPENSATION</b>	<b>Monthly</b>	<b>Annualized</b>
Consolidated Salary (Basic Salary)	10100	121200
House Rent Allowance (HRA)	4040	48480
Bonus	2000	24000
<b>Flexible Benefits Plan*</b>	<b>13981</b>	<b>167772</b>
<b>Retirals</b>		
Provident Fund (Employer)	1212	14544
Gratuity	486	5832
Superannuation Allowance / Pension Scheme**	1515	18180
<b>Total Fixed Compensation</b>		<b>400008</b>
<b>Cost to Company</b>		<b>400008</b>
Insurance Premium Paid By Company (Notional):		
Group Medical Insurance		13972
Group Personal Accident & Group Term Life Insurance		584
<b>Total Cost To Company</b>		<b>414565</b>

## Note:

\*Flexible Benefit Plan Please refer FBP Policy guidelines on India HR Policy Portal for details on limits under each component.

- Leave Travel Assistance
- Medical Reimbursement
- Children Education Allowance
- Children Hostel Allowance
- Telephone Bills Reimbursement
- Mobile Handset Reimbursement
- National Pension Scheme
- Group Term Life Insurance (Top-up)

(Unallocated FBP Amount will be shown under Special Allowance.)

\*\*Superannuation Allowance / Pension Scheme - Employee will have two options to choose (1) To join Superannuation Pension Scheme. Once you have chosen the option, you will not be allowed to change or (2) To get Superannuation Allowance on monthly payout basis which is subject to tax.

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**CHECKLIST**

At the time of reporting, you are requested to submit the following documents \*

S. No.	Particulars	Checklist Yes / No
A.	Course Completion Certificate from the college Principal.	Yes / No
B.	Please bring the following certificates in original supporting your educational qualifications along with mark sheets for verification only and two attested copies of each document for joining formalities	Yes / No
	1. Xth Certificate & mark sheets	
	2. XIIth Certificate & mark sheets	
	3. Degree Certificate & Semester/year-wise mark sheets	
	4. Master's Certificate & Semester/year-wise mark sheets	
	5. Diploma/PG Diploma Certificates & Transcripts	
	6. Any other Certificates with supporting documents, if any	
C.	Duly Signed copy of our offer Acceptance letter	
D.	Passport size photographs with a <u>grey background</u>	
E.	<b>PAN Card</b> and Proof of PAN Number You must carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN number	Yes / No
F.	<b>Valid Passport</b> Please submit copy of the valid Passport (inclusive of all blank pages). In case if you did not apply please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to VDS Joining Formalities Team	Yes / No

## Note:

- \*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer of appointment.
- **Please ensure to carry all the Original documents for our verification at the time of your joining.**



**SUMMARY OF BENEFITS**

We are committed to the health and overall well-being of our employees. We constantly strive to improve and bring better benefits for our employees. Here are some of the domain wise benefits that you can avail of to achieve a better work-life environment.

**(A) Wellness:**

**1. Group Medical Insurance Policy**

Employees and their dependents are covered with a Medical Insurance policy for Hospitalization. A basic cover is provided at company's cost. However there is a provision to take additional cover at your cost. To meet domiciliary medical expenses, your compensation includes an allowance paid monthly. There are several other benefits under our medical policy. Please visit our intranet site for complete details.

**2. Group Personal Accident Insurance Policy**

All our employees are covered under a 24X7 Accident insurance coverage (Premium paid by company)

**3. Group Term Life Insurance Policy**

All our employees are covered under a Term Life Insurance Policy (Premium paid by company) with basic cover. However, there is a provision to opt for top up coverage (Premium to be borne by employee).

**4. Annual health Check Up**

The Company does not take the appropriateness of your health for granted. It considers the risks of serious undetected health issues that can impact your life. Facilities for Company paid annual medical check have been set up. We appreciate the pressures you need to address on the work and home fronts. However, do take the time off for a medical check just once a year to de-risk potential health issues. You owe this to yourself and your family.

**(B) Asset Creation**

**1. Car Policy**

Employees with T/S & L1 grade will be eligible for subsidy on Car loan [Rs. 12000 & Rs15000 per annum]. Employees in grade L2 and above will be covered under Car Lease policy.

**(C) Personal Development:**

**1. Training**

We have an elaborate program to cover employees with class based training as well as on job training on technical and cognitive needs.

**2. Education Enhancement**

We are committed to supporting our employees achieve higher education and learning as a part of their self-development. We provide study leave under special circumstances for pursuing higher education subject to policy guidelines in the Education Enhancement Policy. Fifty percent costs of tuition & examination fees are reimbursed on successful achievement of higher educational qualification.

**3. Skill Enhancement**

Our Company also supports, facilitates and encourages employees to enhance their technical qualification by pursuing contemporary certification courses in specialize skill areas. Here too fifty percent of tuition & examination fees are reimbursed on successful acquisition of certification.

*Note: The Management has the right to modify / change / delete any or all of the above benefits without prior notice.*

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**Mu Sigma**

April 9, 2019

To,

**Mihir Bhatt**  
**Army Institute of Technology, Pune**

Dear **Mihir**,

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 shall be communicated to you through an electronic mail on or before April 25, 2019.**

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.

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## **Mu Sigma Business Solutions Private Limited**

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

☎: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: [info@mu-sigma.com](mailto:info@mu-sigma.com) | Website: [www.mu-sigma.com](http://www.mu-sigma.com)

IN: 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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## **Mu Sigma Business Solutions Private Limited**

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

☎: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: [info@mu-sigma.com](mailto:info@mu-sigma.com) | Website: [www.mu-sigma.com](http://www.mu-sigma.com)

IN: U74140KA2005PTC036309





Mu Sigma

**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:**

\_\_\_\_\_  
Candidate name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Mu Sigma Business Solutions Private Limited**

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066  
Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com  
CIN: U74140KA2005PTC036309



Mu Sigma

Annexure 1

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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IN: U74140KA2005PTC036309



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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			
	<b>Total compensation</b>	<b>330,000</b>			
	<b>1<sup>st</sup> Compensation Revision</b>				
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		
	<b>Total Compensation</b>		<b>550,000</b>		
	<b>2<sup>nd</sup> Compensation revision</b>				
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	
	<b>Total Compensation</b>			<b>725,000</b>	
	<b>Advance Salary**</b>				<b>500,000</b>
	<b>Total Compensation (over three jumps)</b>				<b>2,100,000 ***</b>

- 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**

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

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

IN: 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 **9.30 A.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 : [campus\\_india@mu-sigma.com](mailto:campus_india@mu-sigma.com)
- Contact No. : 7795779901

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**Mu Sigma Business Solutions Private Limited**

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☎: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: [info@mu-sigma.com](mailto:info@mu-sigma.com) | Website: [www.mu-sigma.com](http://www.mu-sigma.com)

IN: U74140KA2005PTC036309



Reference: Persistent/Campus/DA00123715/3.0

**Confidential**

20-Mar-2019

**Mr. Mohit Sharma**  
Balaji nagar badaun road Bareilly PIN - 243001 UP  
Bareilly

Dear Mohit,

Subject: **Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you a position as **Software Engineer** at grade **3.0** with Persistent Systems Limited (Company).

Persistent has role based structure. All roles have been mapped in various career tracks. Accordingly, you are placed in **Generic** track. During your tenure with the company you are expected to perform a role as may be deemed fit by the organization and business needs. The company encourages employees to sharpen and enhance their competencies by providing various roles.

Your scheduled date of joining will be **03-Jul-2019**. However, in case of any change in the schedule, we will communicate the revised date of joining.

**The terms and conditions of this offer for employment are:**

**A. Salary -**

Your Annual Cost To Company will be Rs. **4,41,008**. Your Annual Gross Salary will be Rs. **4,00,008**. A detailed break up of your salary is given in 'Annexure-A'.

**a. Statutory Bonus / Ex-Gratia Payment**

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect. If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.



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**b. CPB - Company Performance Bonus** (as per the Company policy) -

This payment is part of your annual gross salary. Some part of CPB will be paid to you on a Monthly basis and remaining will be paid at the end of the financial year on the basis of Annual Performance of the Company.

**c. Performance Pay:**

Performance Pay component mentioned in the salary break-up sheet will be paid as follows

- 100% of the amount will be paid on a monthly basis.

- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.

- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.



PERSISTENT

## B. Additional Terms

### 1. Acceptance of Offer

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **19-Apr-2019**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
  - i. Fill the Background Check Form attached as 'Annexure C' and submit the filled form along with necessary documents to the HR person at the time of joining
  - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned in point 1(f) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (a) for internal business requirements (b) for applicable legal compliance in or outside India (c) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (d) if required by court or government authorities.

### 2. Work Location

At the time of joining you will be posted at Pune office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

### 3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

### 4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.

Page 3 of 11

#### 5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, MPC bonus reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

#### 6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- (i) Breach of confidentiality or IP related obligations
- (ii) Violation of law
- (iii) Gross misconduct
- (iv) Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

#### 7. Mediclaim Insurance Policy

Mediclaim Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

#### 8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

#### 9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.





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#### 10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

#### 11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

#### 12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

#### 13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

#### 14. Skills assessment and evaluation

Employees need to undergo training and skill up-gradation programs from time to time. Successful completion of evaluations associated with the training program is mandatory. Should you fail to clear the evaluation; the Company will have the right to take appropriate action including termination of your services with or without notice.

#### 15. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with (i) any other agreement that you may have entered into or (ii) any obligation that you may be bound to.

#### 16. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.



PERSISTENT

Reference: Persistent/Campus/DA00123738/3.0

**Confidential**

20-Mar-2019

**Mr. Nitin Bisht**

**H.no -1A, Ashok Nagar, P.O. - Milap Nagar , Rorkee Haridwar PIN - 247666 UA  
Haridwar**

Dear Nitin,

**Subject: Your Appointment as Software Engineer**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you a position as **Software Engineer** at grade **3.0** with Persistent Systems Limited (Company).

Persistent has role based structure. All roles have been mapped in various career tracks. Accordingly, you are placed in **Generic** track. During your tenure with the company you are expected to perform a role as may be deemed fit by the organization and business needs. The company encourages employees to sharpen and enhance their competencies by providing various roles.

Your scheduled date of joining will be **03-Jul-2019**. However, in case of any change in the schedule, we will communicate the revised date of joining.

**The terms and conditions of this offer for employment are:**

**A. Salary -**

Your Annual Cost To Company will be Rs. **4,41,008**. Your Annual Gross Salary will be Rs. **4,00,008**. A detailed break up of your salary is given in 'Annexure-A'.

**a. Statutory Bonus / Ex-Gratia Payment**

You will be eligible for a Statutory Bonus / Ex-Gratia payment, which would be calculated at 20% of the 'Basic Salary' as mentioned in the Salary Break-up Sheet. The mode of payment will be as follows:

- 100% of the Statutory Bonus / Ex-Gratia amount mentioned in the Salary Break-up Sheet will be paid on a monthly basis.
- In case of change in any existing statute or introduction of new statute which requires any payments to be made, the Company reserves the right to adjust the salary components given within your Annual Gross Salary break up to ensure full compliance with such statutory payment obligations.
- In case of changes in any existing statute related to statutory bonus, the amount mentioned as 'Statutory Bonus / Ex-gratia' in the 'Salary break-up sheet' will be considered towards 'Statutory bonus' and the balance, if any, left shall be reserved for adjusting against liabilities of the Company arising out of statutory modification with retrospective effect. If no such statutory modifications of retrospective nature are noticed, the remaining amount under the heading 'Statutory Bonus / Ex-gratia' will be eventually considered towards 'Ex-gratia'. If changes in statute take place with retrospective effect, Company reserves right to apply this logic of considering complete amount towards 'Statutory bonus' and balance, if any, left towards 'Ex-gratia' in retrospect.

Page 3 of 11

**b. CPB - Company Performance Bonus** (as per the Company policy) -

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**c. Performance Pay:**

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- 100% of the amount will be paid on a monthly basis.
- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.
- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.



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## B. Additional Terms

### 1. Acceptance of Offer

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **19-Apr-2019**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
  - i. Fill the Background Check Form attached as 'Annexure C' and submit the filled form along with necessary documents to the HR person at the time of joining
  - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company

The information produced by you at the time of recruitment as well as during joining is deemed to be true and correct. By accepting this offer letter, you give your unconditional consent to the Company and/or its authorized person/ agency to carry out your background check and take all necessary actions to verify the authenticity of the information provided.

In case of your failure to take necessary steps as mentioned in point 1(f) above, within the specified timeline or in case the information, particulars and data furnished to the Company by you are found to be erroneous, incomplete, inaccurate or untruthful, in the background check or where the background check reveals undesirable results, the Company will have a right to take necessary disciplinary action including termination of your employment without any obligations or without any notice period or compensation.

Further, you allow the Company to provide your personal information (a) for internal business requirements (b) for applicable legal compliance in or outside India (c) as may be required by Company's customers as a part of the engagement between Persistent and customer e.g. sharing of profiles etc. (d) if required by court or government authorities.

### 2. Work Location

- At the time of joining you will be posted at Pune office. However, your services can be transferred to any of the Persistent group of Companies, other establishments of the Company, at Company's customer site or at partner's location anywhere in India or abroad subject to Company policies and business requirements from time to time.

### 3. Increments and Promotion

Your growth in the Company and increments in the salary will depend solely on your performance and contribution to the Company. The increments and salary revision will be driven as per the Performance Management Policy of the Company. You should be employed with the Company for a period of minimum six months, before being considered eligible for any salary review.

### 4. Probationary Period

You will be on probation for a period of six months, from the date of joining. Upon satisfactory performance during the probation period, your employment will be deemed confirmed unless otherwise communicated to you in writing.

In addition to your performance during the probationary period, confirmation of your employment is subject to your submitting the requisite documents as required at the time of you joining the Company.



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#### 5. Recovery of Expenses

Any expenses incurred by the Company for your recruitment such as your relocation, accommodation, joining bonus, MPC bonus reimbursement of short fall of notice period if any, etc. would be recovered from you if you voluntarily resign from the services of the Company within twelve months from your date of joining.

#### 6. Notice Period

During probation, your employment can be terminated with thirty days' notice or payment of 'Basic Salary' (the 'Basic Salary' that is mentioned in the salary break-up sheet) in lieu of the notice period on either side.

After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days' advance written notice or 'Basic Salary' in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete work assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice or 'Basic Salary' in lieu of notice period.

The Company can terminate your service without any notice period and without paying the salary in lieu of notice period, in case your employment is terminated on the grounds of

- (i) Breach of confidentiality or IP related obligations
- (ii) Violation of law
- (iii) Gross misconduct
- (iv) Material breach of Company policy, on your part. In such event, the Company will not be liable to make payment in lieu of notice period.

In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day.

#### 7. Medclaim Insurance Policy

Mediclaime Insurance policy is a family floater policy and the maximum sum assured is Rs.2.5 Lakhs per year. Employees are requested to view the policy terms and conditions on Persistent intranet post joining.

#### 8. Retirement

You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

#### 9. Rules and Regulations

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be effected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.

Also, the Chart of Authority and Disbursement is published on our Intranet (as applicable). You may go through the same, once you join the organization.



PERSISTENT

#### 10. Invention Assignment and Confidentiality Undertaking

The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between you and the Company, and should be treated as such.

As part of the joining process, you will be required to sign 'Invention assignment and confidentiality undertaking'.

#### 11. Code of Conduct

As part of the joining process, you will be required to sign 'Code of Conduct'.

#### 12. Working Days

Normal working days are Monday through Friday. Company observes Sunday as a compulsory weekly off and Saturday as the other off day. Staff of Support Departments may be required to work on Saturdays. The normal working hours are forty five hours/week, Monday through Friday.

The standard working hours of the Company is 9.00 a.m. to 6.00 p.m. Certain projects including projects requiring 24 X 7 support, may require an employee to work outside standard working hours as per the requirement of the business. In case you are assigned to such project, you may be required to work in shifts, as informed by your manager from time to time.

#### 13. Information and Security

The role assigned during your employment with the Company includes the Information Security responsibilities as required by organization and customer. This includes adhering, maintaining information security artifacts as required by Information Security Policy of the organization and customer.

During your employment with the Company, you shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third party intellectual property rights. If you disclose any such information, you shall be solely liable at your own cost and you agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.

#### 14. Skills assessment and evaluation

Employees need to undergo training and skill up-gradation programs from time to time. Successful completion of evaluations associated with the training program is mandatory. Should you fail to clear the evaluation; the Company will have the right to take appropriate action including termination of your services with or without notice.

#### 15. No Conflict

You warrant that if you accept this employment offer with the Company, it shall not be in conflict with (i) any other agreement that you may have entered into or (ii) any obligation that you may be bound to.

#### 16. Dispute Resolution

In case of any dispute or disagreement in relation to the terms of this offer or matters connected thereto, you agree to negotiate in good faith to resolve such dispute or disagreement. In case you and Company fail to settle the dispute/ disagreement amicably, the same may be exclusively referred to arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Pune. Each party shall bear its own costs for arbitration.



6<sup>th</sup> Aug 2018

Mr. Neelesh Chandola,  
Army Institute of Technology, Pune

Dear Neelesh,

**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 **Grade 14**. You will be operating from our Hyderabad office in India.

Your total cost to the company will be **INR 6,00,000** /- (Rupees Six Lakh 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 July 1<sup>st</sup>, 2019.
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 Mediciam 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,  
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

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. During the period of probation, your services may be terminated by either party giving the other one (1) month notice or Gross Salary in lieu thereof. After confirmation and thereafter, your services may be terminated by either party giving the two (2) months notice or Gross



Salary in lieu thereof. The management however, reserves the right to insist that you serve the company during the notice period in full or in part thereof, instead of accepting from you, salary in lieu of the said notice period.

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 equipment's 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 organisation. 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. *Joining costs:* Any cost paid to you towards joining (notice period buyout, relocation allowance/ expense, joining bonus, etc.) will be recovered in total if you leave the organization within 1 year from the date of joining.
20. On the day of your joining please fill in the required forms and submit copies of these documents, along with originals for verification.
  - a. 08 (Eight) Passport-size color photographs of self with white color background.
  - b. 03 (Three) Passport-size color photographs of each of your family members - mother, father, spouse, children (for Insurance)
  - c. 02 (two) photocopies each of your ID proof & address proof- Driving License, PAN Card, Voter's ID card, Passport.
  - d. Photocopies of your 10th/SSC, Inter, Graduation and other education certificates. (Provisional certs are also accepted)
  - e. Vehicle registration copy (RC copy) of employee if he/she would like to claim for Tax exemption on fuel expenses.
  - f. Photocopies of relieving letters, pay slips 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*  

---

**(Niranjan Desai)**  
Manager – Human Resource

---

**Neelesh Chandola**

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	Neelesh Chandola	
Designation	Associate Engineer	
Grade	14	
Date of Joining	July 1 <sup>st</sup> , 2019	
<b>Salary Structure</b>		
<b>Components of Salary</b>	<b>Rs. / Month</b>	<b>Proposed/ Year</b>
<b>A. Monthly Salary</b>		
Basic Salary	17,033	204,400
House Rent Allowance	8,517	102,200
FBP	7,467	89,604
Special Allowance	9,566	114,796
<b>Gross Salary</b>	<b>42,583</b>	<b>511,000</b>
<b>Performance Bonus*</b>	<b>2,917</b>	<b>35,000</b>
<b>C. Standard Benefits</b>		
Provident Fund (employer contr)	2,044	24,528
Gratuity	819	9,826
Medical Insurance Premium	1,667	20,000
	<b>4,529</b>	<b>54,354</b>
<b>Total Cost to the Company**</b>		<b>600,000</b>

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

\*\* Rounded off to nearest hundred

Yours truly,  
For FMC Technologies India Private Limited

I Accept the above offer

*Niranjan*  
(Niranjan Desai)  
Manager – Human Resources

Neelesh Chandola

**Renishaw Metrology Systems Limited**  
(Formerly Renishaw Metrology Systems Private Limited)

**RENISHAW**  
apply innovation™

**Registered Office :**

S. No. 283, Hissa No. 2,  
S. No. 284, Hissa No. 2 & 3A,  
Raisoni Estate, Village Mann,  
Taluka Mulshi, Pune - 411057  
Maharashtra, INDIA

Tel +91 20 6674 6200  
Fax +91 20 6674 6210  
Email india@Renishaw.com  
CIN U85110PN2000PLC130509  
www.renishaw.com

RMSL/HR/CEL/046

March 07<sup>th</sup>, 2019

To,  
Mr. Nepolian Kumar  
201- H, Army Institute of Technology,  
Alandi Road, Dighi,  
Pune- 411015.

**STRICTLY PRIVATE AND CONFIDENTIAL**

Dear Mr. Nepolian,

**FORMAL OFFER FROM RENISHAW METROLOGY SYSTEMS LIMITED**

Renishaw Metrology Systems Limited is pleased to formally offer you the position of **Trainee -Software Testing** in Renishaw Metrology Systems Limited initially based at the Company's facilities in Pune.

The key terms of this offer are: -

<b>JOB TITLE:</b>	Trainee -Software Testing
<b>JOB GRADE:</b>	IT 1-2
<b>EMPLOYER:</b>	Renishaw Metrology Systems Limited.
<b>PLACE OF WORK:</b>	Pune
<b>START DATE:</b>	On or before 17th June 2019
<b>TRAINING PERIOD:</b>	One year from start date.(17 <sup>th</sup> June 2019 to 16 <sup>th</sup> June 2020)
<b>REPORTS TO</b>	Manager - Software Testing
<b>NOTICE PERIOD:</b>	1 months' notice by either side or 1 month's pay in lieu thereof without assigning any reasons.
<b>REMUNERATION &amp; BENEFITS:</b>	You will receive an amount of Rs 450,000/- (Rupees Four Lakh Fifty Thousand only) per annum during your contractual period with Renishaw Metrology Systems Limited.

The breakup of the same is confirmed in Annexure I

*(Handwritten Signature)*



**Registered Office :**

S. No. 283, Hissa No. 2,  
S. No. 284, Hissa No. 2 & 3A,  
Raisoni Estate, Village Mann,  
Taluka Mulshi, Pune - 411057  
Maharashtra, INDIA

Tel +91 20 6674 6200  
Fax +91 20 6674 6210  
Email india@Renishaw.com  
CIN U85110PN2000PLC130509  
www.renishaw.com

**OTHER BENEFITS:**

You would be entitled for leaves and paid holidays, as per company policy.

Medical coverage of self within one month of date of joining.

During the period of your engagement with Renishaw Metrology Systems Ltd, you shall not engage yourself in any other profession or business.

You will always maintain complete secrecy about company's business affairs, technology, etc. and would not disclose this information to any outsiders. And also required to keep and render a faithful account of all properties of the company entrusted to you during this contractual engagement.

The principles of Renishaw Metrology Systems Limited code of conduct would be binding on you.

Your training period engagement will be subject to satisfactorily passing a medical examination to prove good health and successful completion of your B.E./ B.Tech course.

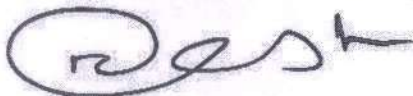
This training period engagement contract is confidential and is not to be discussed with any third party and with any of the Renishaw employees.

Please advise your written acceptance directly back to Ms. Swati Naik ([Swati.Naik@Renishaw.com](mailto:Swati.Naik@Renishaw.com)).

We hope that you will find this offer acceptable, please sign the duplicate copy of this letter, in acceptance of the same and return it to us. We look forward to welcoming you to Renishaw.

Kind regards,

**For Renishaw Metrology Systems Limited**



**Mahesh Deshpande**  
Finance Director & CFO

Received and Accepted  
Mr. Nepolian Kumar



**Registered Office :**

S. No. 283, Hissa No. 2,  
S. No. 284, Hissa No. 2 & 3A,  
Raisoni Estate, Village Mann,  
Taluka Mulshi, Pune - 411057  
Maharashtra, INDIA

Tel +91 20 6674 6200  
Fax +91 20 6674 6210  
Email india@Renishaw.com  
CIN U85110PN2000PLC130509  
www.renishaw.com

**Annexure I**

Date 07<sup>th</sup> March 2019

Name Mr. Nepolian Kumar  
Title Trainee -Software Testing  
Grade IT1-2

Sr. No.	Particulars	Rs. Per annum
1	Basic Salary including D.A.	184,500
2	House Rent allowance	73,800
3	Conveyance Allowance	30,000
4	Other Allowance	124,560
5	Medical Allowance	15,000
6	Employer Contribution towards PF	22,140
<b>A</b>	<b>Cost to Company</b>	<b>450,000</b>
	<b>Other non encashable benefits</b>	
1	Mediclaim Hospitalisation & Group Personal Accident Insurance, Term Life Insurance	15,000
2	Gratuity as per payment of Gratuity Act	8,870
3	Subsidized Transport	18,000
4	Subsidized Canteen	12,000
<b>B</b>	<b>Total</b>	<b>53,870</b>
<b>A+B</b>	<b>Grand Total</b>	<b>503,870</b>

In addition to above you will be eligible to receive performance bonus under the Company's Performance Bonus Program, which is a discretionary bonus scheme based upon a Group Profit derived Fund and all rated on individual performance, payable each July. To qualify for the performance bonus an individual must be an employee with continuous employment of 12 months on or before 30th June.

For Renishaw Metrology Systems Limited



**Mahesh Deshpande**  
Finance Director & CFO



90.19.225

**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'2019-20/CN

21st May 2019

**Dear Mr. Nitish Shaju,**

Greetings from Godrej!

We are delighted to have you coming on board on **19<sup>th</sup> August 2019.**

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

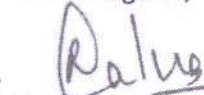
When you take up the assignment we have earmarked for you, you will have a 'buddy' to help and guide you in the initial days.

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

Mr. Kamal Sharma (sharmak@godrej.com, 022-67961420)  
Ms. Radhika Kamat (radhikak@godrej.com, 022-67964156)  
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



Corporate Human Resources Department

Ref.: HK/HR/TR\_Offer'2019-20/TO-225

**Mr. Nitish Shaju**  
**Flat No-805, Park Royale**  
**Samarth Nagar, Near Dighi Hills**  
**Dighi, Pune-411015**  
**Mob: 9923954182**

21st May 2019

**TR CAT : C-200**

**LETTER OF OFFER**

**Dear Mr. Nitish Shaju,**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your selection as **Graduate Engineer Trainee** in our Organization. Your appointment is covered under the provisions of **The Apprentices Act, 1961 and its subsequent amendments thereto**. The terms & conditions are as given below:

**1. Period of Training:**

The training period will be twelve (12) months, from your date of joining.

**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 the trainees covered under The Apprentices Act, 1961. 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*



( 2 )

**Mr. Nitish Shaju, Pune - 411015**

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*

**Mr. Nitish Shaju, Pune - 411015**

You are required to report for your training on 19th August 2019 at 8.40 a.m. at the following venue:

Godrej & Boyce Mfg. Co. Ltd.  
3rd Floor, Plant 13 Annexe,  
Pirojshanagar, Eastern Express Highway,  
Vikhroli East, Mumbai - 400 079  
Contact : Ms. Aliamma S/Mr. Suresh K  
aliamma@godrej.com; sureshk@godrej.com

**5. Qualification Clause (Declaration of Final Year / Semester Results):**

If your selection is being made prior to the declaration of the final semester results of the examination for which you have recently appeared, you are required to inform the Company about the results immediately upon declaration of the same by the University / Institute. You shall submit a copy of the mark sheet / certificate issued by the Institute / University as documentary evidence and produce the original for verification. In case, you do not pass the said degree / diploma examination, your selection / appointment will be deemed to be automatically terminated without notice or payment in lieu of notice with effect from the date of the declaration of the result at the discretion of the Management. Further, if you are unable to submit the official documentary evidence in support of you having secured a final pass in the aforesaid examination prior to the completion of the training period, your appointment will automatically stand terminated without notice at the end of the training period at the discretion of the Management.

**6. Submission of False Documents:**

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc are found to be false / incorrect, the Company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

**7. Code of Conduct:**

You will be bound by the Company's Code of Business Conduct & Ethics as applicable from time to time and will be required to sign 'Code of Business Conduct & Ethics' upon your joining the Company. In addition, you will be required to sign an 'Employee Non-Disclosure & Confidentiality Agreement' upon your joining the Organization, which aims to protect the intellectual proprietary rights and business information of the Company and its clients / business associates.

**8. Conflict of Interest:**

You are expected to carry out your duties and responsibilities diligently, and shall at all times, safeguard the interest of the Company. During your traineeship / employment in our Company, you are required to devote yourself exclusively to the services of the Company and you shall not undertake yourself directly or indirectly with any business, duties or outside work, either part time or full time, without the prior express permission of the Management. The Company regards conflict of interest as a severe offence, which may lead to strict disciplinary action, including termination of your traineeship / employment without notice.

**9. Indemnity:**

You shall indemnify the Company against any loss / damage, proceedings which the Company may suffer due to any wrongful acts, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your traineeship / employment on such count or the right of the Company to seek other remedies which the Company may have to make good the loss / damage suffered.

**10. The Company reserves the right to add to, amend or vary the forgoing terms and conditions as and when found necessary.**

Contd....( 4 )

( 4 )

**Mr. Nitish Shaju, Pune - 411015**

**Please bring the following with you, when you report to us on the first day:**

- All certificates and marksheet in original pertaining to your educational qualification, along with one Xerox copy of each (S.S.C. or School Leaving Certificate to be submitted as documentary evidence for date of birth).
- Six passport size photographs (in professional attire)
- Photocopy of PAN Card and Aadhar Card.
- Letter from your present/last employer confirming that you have been relieved from their service (only if applicable).

The formal letter of appointment will be issued to you after you report for training.

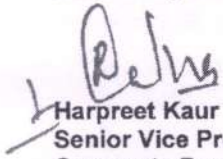
Any dispute, differences or disagreement arising out of the terms & conditions of this Offer Letter & the Service Agreement entered by you with the Company shall be referred to a Sole Arbitrator nominated by the Company under the provisions of Arbitration & Conciliation Act, 1996, whose decision shall be final and binding. The language of the Arbitration shall be English and the location of the same shall be in Vikhroli, Mumbai.

Please confirm on the attached copy that you accept our offer and return the copy to us so as to reach us at the above mentioned address within seven days from the date of receipt of this letter failing which your appointment as a trainee shall be treated as withdrawn and cancelled.

We look forward to your joining Team Godrej for a bright & prosperous career with us.

Yours truly,

**For Godrej & Boyce Mfg.Co.Ltd.**

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

Encl.: Draft Service Agreement.

I have carefully gone through the Terms & Conditions of the aforesaid Letter of Offer and the Draft Service Agreement and understood the contents of the same. I hereby agree to abide by the said terms & conditions. I shall report for training on \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

cc : Corporate Human Resources Dept., Plant 11

*Godrej*



6<sup>th</sup> Aug 2018

Mr. Parvesh Kumar,  
Army Institute of Technology, Pune

Dear Parvesh,

**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 **Grade 14**. You will be operating from our Hyderabad office in India.

Your total cost to the company will be **INR 6,00,000** /- (Rupees Six Lakh 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 July 1<sup>st</sup>, 2019.
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,  
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

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. During the period of probation, your services may be terminated by either party giving the other one (1) month notice or Gross Salary in lieu thereof. After confirmation and thereafter, your services may be terminated by either party giving the two (2) months notice or Gross

Salary in lieu thereof. The management however, reserves the right to insist that you serve the company during the notice period in full or in part thereof, instead of accepting from you, salary in lieu of the said notice period.

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 equipment's 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')

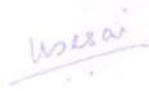
As a representative of the Company, you are expected to behave professionally while in the employment of our esteemed organisation. You are expected to read the FMC Technologies' Code of Business Conduct and comply with the requirements outlined therein. Please also note very carefully that FMC Technologies 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. *Joining costs:* Any cost paid to you towards joining (notice period buyout, relocation allowance/ expense, joining bonus, etc.) will be recovered in total if you leave the organization within 1 year from the date of joining.
20. On the day of your joining please fill in the required forms and submit copies of these documents, along with originals for verification.
  - a. 08 (Eight) Passport-size color photographs of self with white color background.
  - b. 03 (Three) Passport-size color photographs of each of your family members - mother, father, spouse, children (for Insurance)
  - c. 02 (two) photocopies each of your ID proof & address proof- Driving License, PAN Card, Voter's ID card, Passport.
  - d. Photocopies of your 10th/SSC, Inter, Graduation and other education certificates. (Provisional certs are also accepted)
  - e. Vehicle registration copy (RC copy) of employee if he/she would like to claim for Tax exemption on fuel expenses.
  - f. Photocopies of relieving letters, pay slips 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 Resource

\_\_\_\_\_  
Parvesh Kumar

CTC Structure (ANNEXURE-I)

Name	Parvesh Kumar	
Designation	Associate Engineer	
Grade	14	
Date of Joining	July 1 <sup>st</sup> , 2019	
<b>Salary Structure</b>		
<b>Components of Salary</b>	<b>Rs. / Month</b>	<b>Proposed/ Year</b>
<b>A. Monthly Salary</b>		
Basic Salary	17,033	204,400
House Rent Allowance	8,517	102,200
FBP	7,467	89,604
Special Allowance	9,566	114,796
<b>Gross Salary</b>	<b>42,583</b>	<b>511,000</b>
<b>Performance Bonus*</b>	<b>2,917</b>	<b>35,000</b>
<b>C. Standard Benefits</b>		
Provident Fund (employer contr)	2,044	24,528
Gratuity	819	9,826
Medical Insurance Premium	1,667	20,000
	<b>4,529</b>	<b>54,354</b>
<b>Total Cost to the Company**</b>		<b>600,000</b>

\* Performance Bonus is a variable component and will be paid as per the bonus policy of the company  
 \*\* Rounded off to nearest hundred

Yours truly,  
 For FMC Technologies India Private Limited

I Accept the above offer

*Niranjan Desai*  
 (Niranjan Desai)  
 Manager – Human Resources

\_\_\_\_\_  
 Parvesh Kumar



19.227



Date: 22<sup>nd</sup> Feb-2019

To,  
Prof Manoj S Khaladkar  
Training & Placement Officer  
(Vice President-Pune Region)  
Maharashtra TPO Association  
Army Institute of Technology  
Dighi Hills, Pune-411015  
Maharashtra, India

Alfa Laval (India) Limited  
Registered Office:  
Mumbai Pune Road  
Dapodi  
Pune 411 012  
Maharashtra (India)  
Tel: + 91 20 27107100  
+ 91 20 66119100  
Fax: + 91 20 27107493  
www.alfalaval.com

Subject: Provisional Selection Letter

Dear Sir/Madam,

This has reference to campus selection at your esteemed institute on "22<sup>nd</sup> Feb 2019". We are thankful for your generosity & support in making our visit more meaningful. We are delighted to offer appointment to the following candidates as **Graduate Engineer Trainee GET**.

Sr. No.	Name	Stream
1.	Mr./Ms Pranav Prabhakar	mechaw'cal
2.	Mr./Ms Aaritra	mechaw'cal
3.	Mr./Ms Varon Victor Miranda	mechaw'cal

The above selected candidates would be required to join us in **August 2019** after completing their final examination. The exact date of joining would be communicated to the candidate latest by **July 2019**.

Their appointment shall be subject to a clearance of pre-employment medical test and acceptable feedback from professional references prior to their joining. Formal Letter of Appointment will be given to them at the time of joining with us. Kindly communicate the same to the above candidates.

Thanking you,

Yours faithfully,  
For Alfa Laval India Pvt. Limited

*B. Vinod Bidwaik*

For Vinod Bidwaik  
Vice President - Human Resources



Hi Prateek Agarwal,

19, 228

On behalf of Deloitte Risk & Financial Advisory India Private Limited (the "Employer" or "Company"), we are pleased to confirm our letter of intent to hire you.

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 an acknowledgement of your acceptance of this letter of intent, please click here and share your acceptance (accept/decline) and provide us with a few details. Kindly do get back to us within three business days (February 6, 2019) 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 welcoming you. We look forward to you joining our team. If you wish to gain any further clarity, please feel free to contact us.

**Click her to write to us** in case you may have any queries. Thank you!

Regards,  
US India Campus Recruitment team

As used in this document, "Deloitte" means Deloitte LLP and its subsidiaries. Please see [www.deloitte.com/us/about](http://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

**Disclaimer:** I hereby grant my consent to Deloitte LLP, its affiliates, subsidiaries and licensees to use statements and information given on this form, together with any promotional materials and other publications, and for any other business purpose that Deloitte LLP deems proper, without any compensation to or further approval from me.

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19.229

## Varroc Engineering Limited

Regd. & Corp. Office

L-4, MIDC, Industrial Area  
Waiuj, Aurangabad 431 136  
Maharashtra, India

Tel + 91 240 6653700  
Fax + 91 240 2564540

email: varroc.info@varroc.com  
www.varroc.com  
CIN : U28920MH1988PLC047335



Date: 28 August 2018

To,  
Pratik Pandey  
AIT, Pune

### JOB OFFER LETTER

Dear Pratik Pandey,

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,

Harsimran Sethia  
Chief Human Resource Officer

# Varroc Engineering Limited

Regd. & Corp. Office

L-4, MIDC Industrial Area  
Waluj, Aurangabad 431 136  
Maharashtra, India

Tel + 91 240 6653700  
Fax + 91 240 2564540

email: varroc.info@varroc.com  
www.varroc.com  
CIN : U28920MH1988PLC047335



Sl. No.	Salary Breakup	
	Particulars	Amount
<b>(A)</b>	<b>Monthly Components</b>	
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
	<b>Gross Salary (Monthly)</b>	<b>31503</b>
<b>(B)</b>	<b>Retrials</b>	
1	Provident Fund (Company Contribution)	1200
2	Gratuity(As per Gratuity Act	481
	<b>Total (Monthly)</b>	<b>1681</b>
<b>(C)</b>	<b>Uniform Cost (Monthly)</b>	<b>150</b>
<b>D= (A+B+C)</b>	<b>Grand Total (Monthly)</b>	<b>33334</b>
<b>(E)</b>	<b>Yearly CTC (D*12)</b>	<b>400000</b>

**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

A handwritten signature in black ink, appearing to read 'Harsimran'.

**Harsimran Sethia**  
Chief Human Resource Officer

**Pratik Pandey**

19.230

91-230

**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'2019-20/TO-230

21st May 2019

**Mr. Praveen Kumar**  
45, Shiv Vihar  
Saran Nagar  
Ajmer Road  
Jodhapur-342001  
Mob: 8007828015

TR CAT : C-200

**LETTER OF OFFER**

Dear Mr. Praveen Kumar,

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your selection as **Graduate Engineer Trainee** in our Organization. Your appointment is covered under the provisions of **The Apprentices Act, 1961 and its subsequent amendments thereto**. The terms & conditions are as given below:

**1. Period of Training:**

The training period will be twelve (12) months, from your date of joining.

**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 the trainees covered under The Apprentices Act, 1961. 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*

( 2 )

**Mr. Praveen Kumar, Jodhapur - 342001**

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*

( 3 )

**Mr. Praveen Kumar, Jodhapur - 342001**

You are required to report for your training on 19th August 2019 at 8.40 a.m. at the following venue:

Godrej & Boyce Mfg. Co. Ltd.  
3rd Floor, Plant 13 Annexe,  
Pirojshanagar, Eastern Express Highway,  
Vikhroli East, Mumbai - 400 079  
Contact : Ms. Aliamma S/Mr. Suresh K  
[aliamma@godrej.com](mailto:aliamma@godrej.com); [sureshk@godrej.com](mailto:sureshk@godrej.com)

**5. Qualification Clause (Declaration of Final Year / Semester Results):**

If your selection is being made prior to the declaration of the final semester results of the examination for which you have recently appeared, you are required to inform the Company about the results immediately upon declaration of the same by the University / Institute. You shall submit a copy of the mark sheet / certificate issued by the Institute / University as documentary evidence and produce the original for verification. In case, you do not pass the said degree / diploma examination, your selection / appointment will be deemed to be automatically terminated without notice or payment in lieu of notice with effect from the date of the declaration of the result at the discretion of the Management. Further, if you are unable to submit the official documentary evidence in support of you having secured a final pass in the aforesaid examination prior to the completion of the training period, your appointment will automatically stand terminated without notice at the end of the training period at the discretion of the Management.

**6. Submission of False Documents:**

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc are found to be false / incorrect, the Company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

**7. Code of Conduct:**

You will be bound by the Company's Code of Business Conduct & Ethics as applicable from time to time and will be required to sign 'Code of Business Conduct & Ethics' upon your joining the Company. In addition, you will be required to sign an 'Employee Non-Disclosure & Confidentiality Agreement' upon your joining the Organization, which aims to protect the intellectual proprietary rights and business information of the Company and its clients / business associates.

**8. Conflict of Interest:**

You are expected to carry out your duties and responsibilities diligently, and shall at all times, safeguard the interest of the Company. During your traineeship / employment in our Company, you are required to devote yourself exclusively to the services of the Company and you shall not undertake yourself directly or indirectly with any business, duties or outside work, either part time or full time, without the prior express permission of the Management. The Company regards conflict of interest as a severe offence, which may lead to strict disciplinary action, including termination of your traineeship / employment without notice.

**9. Indemnity:**

You shall indemnify the Company against any loss / damage, proceedings which the Company may suffer due to any wrongful acts, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your traineeship / employment on such count or the right of the Company to seek other remedies which the Company may have to make good the loss / damage suffered.

10. The Company reserves the right to add to, amend or vary the forgoing terms and conditions as and when found necessary.

Contd....( 4 )

*Godrej*

( 4 )

**Mr. Praveen Kumar, Jodhapur - 342001**

**Please bring the following with you, when you report to us on the first day:**

- All certificates and marksheet in original pertaining to your educational qualification, along with one Xerox copy of each (S.S.C. or School Leaving Certificate to be submitted as documentary evidence for date of birth).
- Six passport size photographs (in professional attire)
- Photocopy of PAN Card and Aadhar Card.
- Letter from your present/last employer confirming that you have been relieved from their service (only if applicable).

The formal letter of appointment will be issued to you after you report for training.

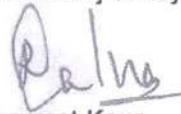
Any dispute, differences or disagreement arising out of the terms & conditions of this Offer Letter & the Service Agreement entered by you with the Company shall be referred to a Sole Arbitrator nominated by the Company under the provisions of Arbitration & Conciliation Act, 1996, whose decision shall be final and binding. The language of the Arbitration shall be English and the location of the same shall be in Vikhroli, Mumbai.

Please confirm on the attached copy that you accept our offer and return the copy to us so as to reach us at the above mentioned address within seven days from the date of receipt of this letter failing which your appointment as a trainee shall be treated as withdrawn and cancelled.

We look forward to your joining Team Godrej for a bright & prosperous career with us.

Yours truly,

**For Godrej & Boyce Mfg.Co.Ltd.**

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

Encl.: Draft Service Agreement.

I have carefully gone through the Terms & Conditions of the aforesaid Letter of Offer and the Draft Service Agreement and understood the contents of the same. I hereby agree to abide by the said terms & conditions. I shall report for training on \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

cc : Corporate Human Resources Dept., Plant 11

*Godrej*



19-232



Date: 1<sup>st</sup> June 2019

Name : Rahul Raj C  
Institution : Army Institute of Technology, Pune

Sub: Offer Letter for the Post of Service Executive

Dear *Rahul Raj C*,

**CONGRATULATIONS!!**

This is with reference to your application and subsequent interviews and discussions with us, regarding a career opportunity at Coffee Day Beverages.

We are pleased to offer you the position of "Service Executive" in our organization on mutually agreed terms.

Your CTC (Cost to Company) will be as per Annexure I.

Your date of joining would be 1<sup>st</sup> July 2019. Your place of posting would be communicated to you during your joining.

You would be required to report at Coffee Day Global Limited, Coffee Day Square, 23/2, Vittal Mallya Road, Bangalore-560001 on the date of joining.

You are required to submit the following documents on the date of joining. Wherever copies are specified, please also carry your originals for verification.

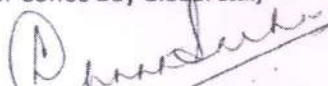
- Copy of education certificates
- Copy of permanent address proof
- Copy of PAN Card & AADHAR Card (Both Mandatory)
- Salary certificate/ last three month's pay slips (If applicable)
- Relieving letter from the previous employer (If applicable)
- 4 Passport size photographs
- Updated resume
- Medical certificate from a General Practitioner certifying that you are physically fit for employment

This offer is subject to a satisfactory verification of your previous academic and employment details as disclosed by you in your resume and the employment application form.

We look forward to your joining our team for a long and successful career. Kindly sign the copy of this letter as your acceptance and confirm the date of your joining.

Thanking you,

For Coffee Day Global Ltd.,

  
Arundhati Mukoo  
General Manager - Human Resources  
Coffee Day Beverages

*Rahul Raj C*



ANNEXURE I

Name : Rahul Raj C	
Earning Headers	Annual (INR)
Basic Salary	1,35,000
House Rent Allowance	67,500
Other Allowance	74,807
Provident Fund (Employer)	16,200
Gratuity (As per policy)	6,494
<b>Fixed CTC (INR)</b>	<b>3,00,000</b>
Performance Bonus (First Yr)	40,000
<b>CTC Per Annum (INR)</b>	<b>3,40,000</b>

- **Performance Bonus (First Year):** You would be eligible for Performance Bonus of **INR 40,000/- (Rupees Forty Thousand only)** at the end of 1(One) year of continuous service from your Date of Joining, provided you achieve a performance rating \* 5 or 4 for the first year of your employment with the Company.
- **Recovery Clause:** In the event that you leave the employment of the Company prior to the completion of 2 (two) years from the date of joining, you will be liable to pay liquidated damages to the Company of INR 50,000 /- (Rupees Fifty Thousand Only) which represents the loss suffered by the Company in providing you training and other employment related costs. The company shall have the right to withhold and set off any amount payable to you as salary or other allowances, towards any cost incurred by the Company for or on behalf of you and the Company shall have the right to seek recovery action against you for any residual money payable by you to the Company after such set off.
- **Other Allowance:** Includes statutory bonus where applicable.
- Employer's Contribution to provident fund of 12% of basic is included in your CTC. An employee contribution of 12% of basic would be deducted from your compensation towards Provident fund.
- Gratuity is payable upon Separation as per policy.
- Tax will be deducted on all income except reimbursements as per the applicable current income tax laws.
- **Field Reimbursements:** Includes daily allowance, travel, mobile reimbursements for days spent on the field.
- **Training:** Product Training, Selling Skills Training and training you to be effective on the job is an integral part of the Service Executive Program.

For Coffee Day Global Ltd.,

Arundhati Mukoo  
General Manager - Human Resources  
Coffee Day Beverages

Date: 5<sup>th</sup> - June - 2019

Acknowledgement

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

Acceptance Signature:

Name: RAHUL RAJ C

Date: 5<sup>th</sup> - June - 2019

Signature of Parent: RAJAN C

Name:

Date: 5<sup>th</sup> - June - 2019

Rahul Raj C



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20174067914/Pune**  
**Date: 18/09/2018**

Mr. Rohit Bhatt  
A 103 , PUNCHRATNA APARTMENTS,  
INOX , FUNTIME,  
PUNE-411040,  
MAHARASHTRA.  
TEL# -

Dear Rohit Bhatt,

**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 48 hours, 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/DT20174067914

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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. Leave Travel Allowance**

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

#### **3. 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.

#### **4. 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,

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provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

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

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

### Maternity Leave

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

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

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

### Loans

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

### Professional Memberships

You will be eligible for reimbursement of 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

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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

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- 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



GROSS SALARY SHEET

Annexure 1

Name	Rohit Bhatt
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
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
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>

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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'2019-20/TO-199

20th May 2019

**Mr. Sachin Dwivedi**  
32-New Azad Road  
Gopal Nagar  
Kanpur-208011  
Mob: 8007821696

TR CAT : C-200

**LETTER OF OFFER**

Dear Mr. Sachin Dwivedi,

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your selection as **Graduate Engineer Trainee** in our Organization. Your appointment is covered under the provisions of **The Apprentices Act, 1961 and its subsequent amendments thereto**. The terms & conditions are as given below:

**1. Period of Training:**

The training period will be twelve (12) months, from your date of joining.

**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 the trainees covered under The Apprentices Act, 1961. 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

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**Mr. Sachin Dwivedi, Kanpur - 208011**

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.

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The Godrej logo is written in a stylized, cursive font. The word "Godrej" is written in a dark blue or grey color. The 'G' is large and loops around the 'o'. The 'd' and 'r' are connected, and the 'e' and 'j' are also connected. The logo is centered at the bottom of the page.



**Mr. Sachin Dwivedi, Kanpur - 208011**

You are required to report for your training on 19th August 2019 at 8.40 a.m. at the following venue:

**Godrej & Boyce Mfg. Co. Ltd.**  
3rd Floor, Plant 13 Annexe,  
Pirojshanagar, Eastern Express Highway,  
Vikhroli East, Mumbai - 400 079  
Contact : Ms. Aliamma S/Mr. Suresh K  
aliamma@godrej.com; sureshk@godrej.com

**5. Qualification Clause (Declaration of Final Year / Semester Results):**

If your selection is being made prior to the declaration of the final semester results of the examination for which you have recently appeared, you are required to inform the Company about the results immediately upon declaration of the same by the University / Institute. You shall submit a copy of the mark sheet / certificate issued by the Institute / University as documentary evidence and produce the original for verification. In case, you do not pass the said degree / diploma examination, your selection / appointment will be deemed to be automatically terminated without notice or payment in lieu of notice with effect from the date of the declaration of the result at the discretion of the Management. Further, if you are unable to submit the official documentary evidence in support of you having secured a final pass in the aforesaid examination prior to the completion of the training period, your appointment will automatically stand terminated without notice at the end of the training period at the discretion of the Management.

**6. Submission of False Documents:**

If at any time in future, the documents submitted by you pertaining to your date of birth, residence, family details, educational qualification and/or external work experience etc are found to be false / incorrect, the Company reserves the right to terminate your appointment forthwith besides initiating necessary legal proceedings against you as per law.

**7. Code of Conduct:**

You will be bound by the Company's Code of Business Conduct & Ethics as applicable from time to time and will be required to sign 'Code of Business Conduct & Ethics' upon your joining the Company. In addition, you will be required to sign an 'Employee Non-Disclosure & Confidentiality Agreement' upon your joining the Organization, which aims to protect the intellectual proprietary rights and business information of the Company and its clients / business associates.

**8. Conflict of Interest:**

You are expected to carry out your duties and responsibilities diligently, and shall at all times, safeguard the interest of the Company. During your traineeship / employment in our Company, you are required to devote yourself exclusively to the services of the Company and you shall not undertake yourself directly or indirectly with any business, duties or outside work, either part time or full time, without the prior express permission of the Management. The Company regards conflict of interest as a severe offence, which may lead to strict disciplinary action, including termination of your traineeship / employment without notice.

**9. Indemnity:**

You shall indemnify the Company against any loss / damage, proceedings which the Company may suffer due to any wrongful acts, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your traineeship / employment on such count or the right of the Company to seek other remedies which the Company may have to make good the loss / damage suffered.

**10.** The Company reserves the right to add to, amend or vary the forgoing terms and conditions as and when found necessary.

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**Mr. Sachin Dwivedi, Kanpur - 208011**

**Please bring the following with you, when you report to us on the first day:**

- All certificates and marksheet in original pertaining to your educational qualification, along with one Xerox copy of each (S.S.C. or School Leaving Certificate to be submitted as documentary evidence for date of birth).
- Six passport size photographs (in professional attire)
- Photocopy of PAN Card and Aadhar Card.
- Letter from your present/last employer confirming that you have been relieved from their service (only if applicable).

The formal letter of appointment will be issued to you after you report for training.

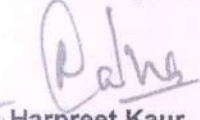
Any dispute, differences or disagreement arising out of the terms & conditions of this Offer Letter & the Service Agreement entered by you with the Company shall be referred to a Sole Arbitrator nominated by the Company under the provisions of Arbitration & Conciliation Act, 1996, whose decision shall be final and binding. The language of the Arbitration shall be English and the location of the same shall be in Vikhroli, Mumbai.

Please confirm on the attached copy that you accept our offer and return the copy to us so as to reach us at the above mentioned address within seven days from the date of receipt of this letter failing which your appointment as a trainee shall be treated as withdrawn and cancelled.

We look forward to your joining Team Godrej for a bright & prosperous career with us.

Yours truly,

**For Godrej & Boyce Mfg.Co.Ltd.**



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

Encl.: Draft Service Agreement.

I have carefully gone through the Terms & Conditions of the aforesaid Letter of Offer and the Draft Service Agreement and understood the contents of the same. I hereby agree to abide by the said terms & conditions. I shall report for training on 19 Aug 2019.

Signature: Sachin Date: 4 June 2019 Mobile No. 8007821696

cc : Corporate Human Resources Dept., Plant 11





**WABCO INDIA LIMITED**  
Plant I, Plot No. 3, (SP),  
III Main Road, Ambattur Industrial Estate,  
Chennai – 600 058, India.  
www.wabcoindia.com  
Phone : +91-44-30902600 / 42242000  
Fax : +91-44-30902609 / 42242009

Dear Sandeep,

Greetings from WABCO India!!

As you step into the world of work, we welcome you to the world of exciting opportunities at WABCO India!

We are pleased to inform you that you have been selected among the best of best candidates from top education institutes in India and we are pleased to hire you at WABCO India as **Graduate Engineer Trainee (GET)**.

We believe that the knowledge you acquired over the years through your technical education will give fruitful results to our company. We hope you will enjoy our association and contribute greatly to the success of WABCO India.

We have enclosed details of your offer (Annexure-I and Annexure II). Please do take the time to go through the offer, which includes important details about your compensation and pre-employment medical check-up procedure of WABCO India.

Kindly **provide your consent** on the offer by **replying to the email by December 15, 2018**. On receipt of your confirmation, we will proceed with the other formalities required for joining.

Your employment will commence on **July 1, 2019 at 8:00am** and you are expected to report at WABCO India's headquarters at **Ambattur, Chennai**.

If you have any questions or need additional information, please do contact [sasikumar.k2@wabco-auto.com](mailto:sasikumar.k2@wabco-auto.com) or call on 7823920857.

We look forward to welcoming you aboard the WABCO India team.

With Best Regards,

**Joseph Jackson Panakkal**  
**Human Resources Leader India**

**Sandeep Anandan**

**Graduate Engineer Trainee - Grade: E3**

Anand Bhavan,  
East othera P.O, Thiruvalla,  
Kerala-689546.

**Annexure – I**

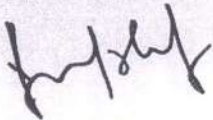
<b>Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic	21,500	258,000
HRA	10,750	129,000
Conveyance	1,600	19,200
Special Allowance	6,729	80,748
<b>Total</b>	<b>40,579</b>	<b>486,948</b>
LTA		19,200
PF		30,960
Gratuity		12,900
<b>CTC</b>		<b>550,008</b>

\*Additionally Hospitalization Insurance, Medical Benefits and Personal Accident coverage provided over and above the figures mentioned in CTC

\* Detailed appointment letter with employment terms and conditions will be on the day of joining

\* This offer is subject to valid, you being medically fit and clearing your final semester without any backlogs

**FOR WABCO INDIA LIMITED**



**Joseph Jackson Panakkal**  
**Human Resources Leader India**



6<sup>th</sup> Aug 2018

Mr. Shivam Mishra,  
Army Institute of Technology, Pune

Dear Shivam,

**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 **Grade 14**. You will be operating from our Hyderabad office in India.

Your total cost to the company will be **INR 6,00,000** /- (Rupees Six Lakh 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 July 1<sup>st</sup>, 2019.
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,  
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

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. During the period of probation, your services may be terminated by either party giving the other one (1) month notice or Gross Salary in lieu thereof. After confirmation and thereafter, your services may be terminated by either party giving the two (2) months notice or Gross



Salary in lieu thereof. The management however, reserves the right to insist that you serve the company during the notice period in full or in part thereof, instead of accepting from you, salary in lieu of the said notice period.

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 equipment's 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 organisation. 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. *Joining costs:* Any cost paid to you towards joining (notice period buyout, relocation allowance/ expense, joining bonus, etc.) will be recovered in total if you leave the organization within 1 year from the date of joining.
20. On the day of your joining please fill in the required forms and submit copies of these documents, along with originals for verification.
  - a. 08 (Eight) Passport-size color photographs of self with white color background.
  - b. 03 (Three) Passport-size color photographs of each of your family members - mother, father, spouse, children (for Insurance)
  - c. 02 (two) photocopies each of your ID proof & address proof- Driving License, PAN Card, Voter's ID card, Passport.
  - d. Photocopies of your 10th/SSC, Inter, Graduation and other education certificates. (Provisional certs are also accepted)
  - e. Vehicle registration copy (RC copy) of employee if he/she would like to claim for Tax exemption on fuel expenses.
  - f. Photocopies of relieving letters, pay slips 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*

(Niranjan Desai)  
Manager – Human Resource

*Shivam*  
Shivam Mishra



**CTC Structure (ANNEXURE-I)**

Name	Shivam Mishra	
Designation	Associate Engineer	
Grade	14	
Date of Joining	July 1 <sup>st</sup> , 2019	
<b>Salary Structure</b>		
<b>Components of Salary</b>	<b>Rs. / Month</b>	<b>Proposed/ Year</b>
<b>A. Monthly Salary</b>		
Basic Salary	17,033	204,400
House Rent Allowance	8,517	102,200
FBP	7,467	89,604
Special Allowance	9,566	114,796
<b>Gross Salary</b>	<b>42,583</b>	<b>511,000</b>
<b>Performance Bonus*</b>	<b>2,917</b>	<b>35,000</b>
<b>C. Standard Benefits</b>		
Provident Fund (employer contr)	2,044	24,528
Gratuity	819	9,826
Medical Insurance Premium	1,667	20,000
	<b>4,529</b>	<b>54,354</b>
<b>Total Cost to the Company**</b>		<b>600,000</b>

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

\*\* Rounded off to nearest hundred

Yours truly,  
For FMC Technologies India Private Limited

I Accept the above offer

*Niranjan Desai*  
\_\_\_\_\_  
(Niranjan Desai)  
Manager – Human Resources

*Shivam Mishra*  
\_\_\_\_\_  
Shivam Mishra

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



19.237

**Offer: Computer Consultancy**  
**Ref: TCSL/CT20172350272/Pune**  
**Date: 18/09/2018**

Mr. Sumit Kumar  
Army Institute Of Technology Alandi Road,  
Dighi Hills,  
Pune-411015,  
Maharashtra.  
Tel# -

Dear Sumit 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 48 hours, 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/CT20172350272

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



GROSS SALARY SHEET

Annexure 1

Name	Sumit Kumar
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
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
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
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# 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
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	6,270	75,240
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>



Private & Confidential

February 19, 2019

Mr.Suryakant  
Vill+Post: Semri,  
Patan, Distt: Palamu,  
Jharkhand

Letter of Appointment

Dear Mr. Suryakant

Congratulations! Further to your Campus interview, we are delighted to offer you employment with TATA Technologies as a 'Graduate Engineer Trainee' at an annual gross remuneration of **Rs.414565 (Four Lakhs Fourteen Thousand Five Hundred Sixty Five only)**.Our aim is to provide you with a challenging and fulfilling experience to deliver your full potential and achieve your personal goals.

Please join us on July 01, 2019 @ 0900 hours and report to:

Tata Technologies Ltd.  
25, Rajiv Gandhi IT Park  
Hinjewadi Phase - 1  
Pune - 411057

Please go through the following enclosed documents comprehensively.

- 1. Terms of the employment offer - Annexure A
- 2. Compensation break-up - Annexure B
- 3. Pre-joining documents checklist - Annexure C
- 4. Summary of Benefits - Annexure D

At the time of joining, please provide us with a signed copy of the "Terms & Conditions of Employment" (Annexure – A) confirming your acceptance of the same.

In case you require any clarifications, please contact any of the following persons:

- Mr. Rohan Gavade
- Ms. Nikita Sharma

Welcome to Tata Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

With warm regards

Kamal Dunani  
Global Head - Talent Acquisition

**TATA TECHNOLOGIES**  
Plot No.25, Pune Infotech Park, Hinjawadi, Pune, 411057 India  
Tel: +91-20- 66529090; Fax: +91-20-6652 9095



Annexure "A"

Terms and Conditions of Employment

FOR:  
Mr. Suryakant  
Vill+Post: Semri,  
Patan, Distt: Palamu,  
Jharkhand

In pursuance to our discussions had with you on offering you a position with Tata Technologies, we are pleased to present you our appointment letter based on the following terms and conditions.

**1. Verification & submission of copies of certificates**

Your appointment is subject to your clearing the **B.Tech Course** with **minimum 60% in aggregate of all semesters by June 2019**. Please bring originals and copies of your final degree certificate and mark-sheet for mandatory verification & our record. In case these final certificates & mark sheet are yet to be released by your college, they will need to be verified immediately as available. If it transpires after you join us, that you have secured less than 60% marks (CQPI up to your final college semester) we will be compelled to terminate your services.

**2. Training & Confirmation**

Your training period shall be of one year and shall comprise of both "Class Room" and "On the Job" training content. Your performance on the training program will be assessed both during and at the end of the program. Successful completion of the Training program is mandatory for your confirmation and continuation of employment.

Our training location for the Classroom Training (Six weeks approximately) is centralized at Pune, irrespective of the final work location to which you are assigned.

**3. Designation & Work location**

You will be designated as **Graduate Engineer Trainee**. Your location of posting will be communicated before completion of your Class Room Training Program at Pune. In case your work location is other than Pune, you need to travel to that location immediately after the Class Room training at your own cost. The company also reserves the right to transfer its employees any time during their tenure of service to any location or department of the company, or its Affiliates or to a Customer's "Work Location".

**4. Work Timings**

The days & timings of work may vary depending on your location of work and the Customer account to which you are assigned. This may also involve working in shifts or beyond normal working hours depending on exigencies of work. Unless otherwise specified, such additional hours of work shall be deemed to be covered in your remuneration detailed in section 6 below. You shall abide by the office duties, stand-by duties, time schedules and other directions as may be prescribed by the Company from time to time. The Company at its sole discretion shall regulate the time schedule of the duties.

**TATA TECHNOLOGIES**

Plot No.25, Pune Infotech Park, Hinjawadi, Pune, 411057 India  
Tel: +91-20- 66529090; Fax: +91-20-6652 9095



#### **5. Unauthorized Absence & Alternate Engagement:**

Absence for a continuous period of three days without intimation is construed as "Unauthorised Absence". This is considered as an act of serious misconduct. You shall devote full time to the work of the Company and shall not undertake any direct/indirect business or any other assignment whether honorary or remunerative or accept any reward except with prior written permission of the Company.

Any violation of the above invokes disciplinary action and may lead to termination of employment.

#### **6. Remuneration**

In the first year of your employment, your Annual Total Cost to Company shall be Rs. **414565 (Four Lakhs Fourteen Thousand Five Hundred Sixty Five only)**. Thereafter, the company norms and practices will apply. The break-up of your remuneration is attached as **Annexure "B"**. You are also eligible for the following bonuses:

- **Loyalty Bonus:**  
You will be eligible for a one Time Loyalty Bonus of Rs. **75000** (Seventy Five Thousand only) on your successful completion of three years continuous service with the company.
- The above bonuses shall not be paid in advance of completion of the stipulated period of service or be paid pro-rata, proportionate to a completed period.

#### **7. Income Tax**

All payments received by you from the Company are subject to Income tax deducted at source as per the Income tax rules applicable from time to time. However the onus to satisfy your Assessing Officer regarding your tax liability shall exclusively lie on you.

#### **8. Benefits**

In addition to the above remuneration, you will be entitled for benefits of Gratuity, Provident Fund and Medical Insurance Cover, location specific transport & other available facilities. You will be eligible for leave commensurate with the norms followed at individual locations for specific customer accounts.

#### **9. Superannuation**

You shall retire from the services of the company on attainment of sixty years of age.

#### **10. PTO / Holidays**

You shall be governed by the provisions of Paid Time Off (PTO) policy.

#### **11. Code of Conduct**

With the acceptance of this letter, you will undertake to abide by the guidelines of the Tata Code of Conduct (TCOC) and will be required to demonstrate appropriate behavior towards its adherence and cherish the values propagated by the Company.

### **TATA TECHNOLOGIES**

Plot No.25, Pune Infotech Park, Hinjawadi, Pune, 411057 India  
Tel: +91-20- 66529090; Fax: +91-20-6652 9095



#### **12. Background Check**

The Company reserves its right to engage a professional agency to verify information provided by you in your application or thereafter. If the information furnished by you while seeking employment, is found to be incorrect, misleading or suppressed or upon being found with past conviction for criminal acts, the Company shall be within its rights terminate your services.

#### **13. Data Protection and Privacy**

You shall not divulge to anyone, whether a direct competitor or otherwise, by word of mouth or otherwise any particulars or details of our security source code, security arrangements and administrative and / or organizational matters whether confidential, secret or otherwise, which you may acquire during the course of your employment with the Company. You shall also use your best endeavor to prevent the disclosure, communication and publication of any confidential information.

On joining, you will be required to sign the 'Individual Confidential Nondisclosure Agreement' which shall form part of the appointment letter and terms incorporated herein by reference. The Company reserves the right to initiate legal action against you in case of breach of the Individual Confidential Nondisclosure Agreement.

You further give your explicit consent that Tata Technologies may transfer any of your personal data to any other company within the Tata Technologies group of companies globally in connection with the conduct of business. You also give your explicit consent to Tata Technologies disclosing your personal data limited to that required for the purposes of performing your job for clients, potential clients, suppliers, and other third parties that you may have reason to be in contact with in pursuance of your job.

It is essential that your personal records are accurate and kept up to date. It is your responsibility to notify the HR department and update the information in Personal Information Tab in [Employee Self Service Portal](#).

#### **14. Conflict of Interest**

In the event of your decision to sever the relationship with the Company, you shall ensure that your new assignment does not conflict directly or indirectly with the interest of the company, customers with whom you were engaged during the employment with company.

#### **15. Medical Fitness**

Your appointment and continuance of your employment with the Company is subject to you being physically fit to carry out the jobs assigned by the company. We presume that the validity of answers you gave in our application form at Campus interview still prevail. If this presumption is incorrect, on account of any medical condition that developed subsequently, you are obligated to declare this before joining. You undertake to inform your Reporting Manager & HR Manager immediately if any medical serious medical conditions arise whilst in service.

Any concealment of correct & up to date information will be treated as a breach of trust and invoke disciplinary action and possible dismissal from services.

### **TATA TECHNOLOGIES**

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Tel: +91-20- 66529090; Fax: +91-20-6652 9095



#### 16. Separation

Your appointment is subject to termination with **three months' notice** by you or by the Company. You should be fully available for company work during the notice period. Absence of notice period of three months or part thereof, invokes a payment of three months' basic salary or part thereof by you to the Company or by the Company to you, as the case may be, in lieu of the notice period. However, accepting a notice period less than three months is entirely at the Company's discretion. The Company is not under any compulsion to accept an employee's offer to surrender the basic salary in lieu of notice period or a part thereof.

Notwithstanding what has been mentioned above, the Company may also terminate your appointment with immediate effect and without notice period, if you are found guilty of serious misconduct.

#### 17. General

The above terms and conditions are based on company policies, procedures and other rules currently applicable and are subject to amendments from time to time. You will also abide by all these and other rules and regulations of the company as shall be in force, from time to time.

For TATA Technologies Ltd

Rahul Verma  
Global Head – Rewards & Performance

I have read the appointment letter and accept the terms and conditions set out and shall abide by the same. I will join the Organization effective July 1, 2019.

I further agree that I have carefully considered and obtained appropriate counsel, wherever necessary on the nature and extent of the restrictions, rights and remedies conferred upon the Company under this appointment letter and hereby acknowledge and agree that the covenants contained in this agreement are supported by good and valuable consideration, are reasonable in time and are reasonably necessary to protect the legitimate business interests of the Company.

Name: Suryakant

Signature of the Candidate:

Date:

Place:

#### TATA TECHNOLOGIES

Plot No.25, Pune Infotech Park, Hinjawadi, Pune, 411057 India  
Tel: +91-20- 66529090; Fax: +91-20-6652 9095





**ANNEXURE B**

**COMPENSATION COMPONENT**

Name	Mr. Suryakant	
Grade	L1.1	
<b>COMPENSATION</b>	<b>Monthly</b>	<b>Annualized</b>
Consolidated Salary (Basic Salary)	10100	121200
House Rent Allowance (HRA)	4040	48480
Bonus	2000	24000
<b>Flexible Benefits Plan*</b>	<b>13981</b>	<b>167772</b>
<b>Retirals</b>		
Provident Fund (Employer)	1212	14544
Gratuity	486	5832
Superannuation Allowance / Pension Scheme**	1515	18180
<b>Total Fixed Compensation</b>		<b>400008</b>
<b>Cost to Company</b>		<b>400008</b>
Insurance Premium Paid By Company (Notional):		
Group Medical Insurance		13972
Group Personal Accident & Group Term Life Insurance		584
<b>Total Cost To Company</b>		<b>414565</b>

Note:

\*Flexible Benefit Plan Please refer FBP Policy guidelines on India HR Policy Portal for details on limits under each component.

- Leave Travel Assistance
- Medical Reimbursement
- Children Education Allowance
- Children Hostel Allowance
- Telephone Bills Reimbursement
- Mobile Handset Reimbursement
- National Pension Scheme
- Group Term Life Insurance (Top-up)

(Unallocated FBP Amount will be shown under Special Allowance.)

\*\*Superannuation Allowance / Pension Scheme - Employee will have two options to choose (1) To join Superannuation Pension Scheme. Once you have chosen the option, you will not be allowed to change or (2) To get Superannuation Allowance on monthly payout basis which is subject to tax.

**TATA TECHNOLOGIES**

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**Annexure "C"**

**CHECKLIST**

At the time of reporting, you are requested to submit the following documents \*

S. No.	Particulars	Checklist Yes / No
A.	Course Completion Certificate from the college Principal.	Yes / No
B.	Please bring the following certificates in original supporting your educational qualifications along with mark sheets for verification only and two attested copies of each document for joining formalities	Yes / No
	1. Xth Certificate & mark sheets	
	2. XIIth Certificate & mark sheets	
	3. Degree Certificate & Semester/year-wise mark sheets	
	4. Master's Certificate & Semester/year-wise mark sheets	
	5. Diploma/PG Diploma Certificates & Transcripts	
	6. Any other Certificates with supporting documents, if any	
C.	Duly Signed copy of our offer Acceptance letter	
D.	Passport size photographs with a <u>grey background</u>	
E.	<b>PAN Card</b> and Proof of PAN Number You must carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN number	Yes / No
F.	<b>Valid Passport</b> Please submit copy of the valid Passport (inclusive of all blank pages). In case if you did not apply please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to VDS Joining Formalities Team	Yes / No

Note:

- \*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer of appointment.
- Please ensure to carry all the Original documents for our verification at the time of your joining.

**TATA TECHNOLOGIES**

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Annexure "D"

SUMMARY OF BENEFITS

We are committed to the health and overall well-being of our employees. We constantly strive to improve and bring better benefits for our employees. Here are some of the domain wise benefits that you can avail of to achieve a better work-life environment.

(A) Wellness:

**1. Group Medical Insurance Policy**

Employees and their dependents are covered with a Medical Insurance policy for Hospitalization. A basic cover is provided at company's cost. However there is a provision to take additional cover at your cost. To meet domiciliary medical expenses, your compensation includes an allowance paid monthly. There are several other benefits under our medical policy. Please visit our intranet site for complete details.

**2. Group Personal Accident Insurance Policy**

All our employees are covered under a 24X7 Accident insurance coverage (Premium paid by company)

**3. Group Term Life Insurance Policy**

All our employees are covered under a Term Life Insurance Policy (Premium paid by company) with basic cover. However, there is a provision to opt for top up coverage (Premium to be borne by employee).

**4. Annual health Check Up**

The Company does not take the appropriateness of your health for granted. It considers the risks of serious undetected health issues that can impact your life. Facilities for Company paid annual medical check have been set up. We appreciate the pressures you need to address on the work and home fronts. However, do take the time off for a medical check just once a year to de-risk potential health issues. You owe this to yourself and your family.

(B) Asset Creation

**1. Car Policy**

Employees with T/S & L1 grade will be eligible for subsidy on Car loan [Rs. 12000 & Rs15000 per annum]. Employees in grade L2 and above will be covered under Car Lease policy.

(C) Personal Development:

**1. Training**

We have an elaborate program to cover employees with class based training as well as on job training on technical and cognitive needs.

**2. Education Enhancement**

We are committed to supporting our employees achieve higher education and learning as a part of their self-development. We provide study leave under special circumstances for pursuing higher education subject to policy guidelines in the Education Enhancement Policy. Fifty percent costs of tuition & examination fees are reimbursed on successful achievement of higher educational qualification.

**3. Skill Enhancement**

Our Company also supports, facilitates and encourages employees to enhance their technical qualification by pursuing contemporary certification courses in specialize skill areas. Here too fifty percent of tuition & examination fees are reimbursed on successful acquisition of certification.

*Note: The Management has the right to modify / change / delete any or all of the above benefits without prior notice.*

**TATA TECHNOLOGIES**

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3 19.239

## Varroc Polymers Pvt. Ltd.

Corp. Office

L-4, MIDC, Industrial Area  
Waluj, Aurangabad 431 136  
Maharashtra, India

Tel +91 240 6653600  
Fax +91 240 2564540

email: varroc.info@varrogroup.com  
www.varrogroup.com  
CIN : U25209MH1995PTC090037



Date: 28 August 2018

To,  
Tanuj Saini,  
AIT, Pune

### JOB OFFER LETTER

Dear Tanuj Saini,

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,

Harsimran Sethia  
Chief Human Resource Officer

## Varroc Polymers Pvt. Ltd.

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 : U25209MH1995PTC090037



Sl. No.	Salary Breakup	
	<b>Particulars</b>	
<b>(A)</b>	<b>Monthly Components</b>	<b>Amount</b>
1	Basic Salary	10000
2	House Rent Allowance (HRA)	5000
3	Transport Allowance	1600
4	Uniform Maintenance Allowance	1250
5	Bonus	1400
6	Miscellaneous Allowance	12253
	<b>Gross Salary (Monthly)</b>	<b>31503</b>
<b>(B)</b>	<b>Retrials</b>	
1	Provident Fund (Company Contribution)	1200
2	Gratuity(As per Gratuity Act)	481
	<b>Total (Monthly)</b>	<b>1681</b>
<b>(C)</b>	<b>Uniform Cost (Monthly)</b>	<b>150</b>
<b>D= (A+B+C)</b>	<b>Grand Total (Monthly)</b>	<b>33334</b>
<b>(E)</b>	<b>Yearly CTC (D*12)</b>	<b>400000</b>

### 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

Harsimran Sethia  
Chief Human Resource Officer

Tanuj Saini

19.241



Date: 22<sup>nd</sup> Feb-2019

To,  
Prof Manoj S Khaladkar  
Training & Placement Officer  
(Vice President-Pune Region)  
Maharashtra TPO Association  
Army Institute of Technology  
Dighi Hills, Pune-411015  
Maharashtra, India

Alfa Laval (India) Limited  
Registered Office:  
Mumbai Pune Road  
Dapodi  
Pune 411 012  
Maharashtra (India)  
Tel: + 91 20 27107100  
+ 91 20 66119100  
Fax: + 91 20 27107493  
www.alfalaval.com

Subject: Provisional Selection Letter

Dear Sir/Madam,

This has reference to campus selection at your esteemed institute on "22<sup>nd</sup> Feb 2019". We are thankful for your generosity & support in making our visit more meaningful. We are delighted to offer appointment to the following candidates as **Graduate Engineer Trainee GET**.

Sr. No.	Name	Stream
1.	Mr./Ms Pranav Prabhakar	mechanical
2.	Mr./Ms Anitara	mechanical
3.	Mr./Ms Varon Victor Miranda	mechanical

The above selected candidates would be required to join us in **August 2019** after completing their final examination. The exact date of joining would be communicated to the candidate latest by **July 2019**.

Their appointment shall be subject to a clearance of pre-employment medical test and acceptable feedback from professional references prior to their joining. Formal Letter of Appointment will be given to them at the time of joining with us. Kindly communicate the same to the above candidates.

Thanking you,

Yours faithfully,  
For Alfa Laval India Pvt. Limited

For Vinod Bidwaik  
Vice President - Human Resources





Private & Confidential

February 19, 2019

Mr.Vivek Saahil  
House No. 147, V.P.O: Mansuran,  
Dist. Ludhiana,  
Punjab - 142029

Letter of Appointment

Dear Mr. Vivek Saahil

Congratulations! Further to your Campus interview, we are delighted to offer you employment with TATA Technologies as a 'Graduate Engineer Trainee' at an annual gross remuneration of **Rs.414565 (Four Lakhs Fourteen Thousand Five Hundred Sixty Five only)**.Our aim is to provide you with a challenging and fulfilling experience to deliver your full potential and achieve your personal goals.

Please join us on July 01, 2019 @ 0900 hours and report to:

Tata Technologies Ltd.  
25, Rajiv Gandhi IT Park  
Hinjewadi Phase - 1  
Pune - 411057

Please go through the following enclosed documents comprehensively.

- 1. Terms of the employment offer - Annexure A
- 2. Compensation break-up - Annexure B
- 3. Pre-joining documents checklist - Annexure C
- 4. Summary of Benefits - Annexure D

At the time of joining, please provide us with a signed copy of the "Terms & Conditions of Employment" (Annexure – A) confirming your acceptance of the same.

In case you require any clarifications, please contact any of the following persons:

- Mr. Rohan Gavade
- Ms. Nikita Sharma

Welcome to Tata Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

With warm regards

Kamal Dunani  
Global Head - Talent Acquisition



Annexure "A"

Terms and Conditions of Employment

FOR:

Mr. Vivek Saahil  
House No. 147, V.P.O: Mansuran,  
Dist. Ludhiana,  
Punjab - 142029

In pursuance to our discussions had with you on offering you a position with Tata Technologies, we are pleased to present you our appointment letter based on the following terms and conditions.

**1. Verification & submission of copies of certificates**

Your appointment is subject to your clearing the **B.Tech Course** with **minimum 60% in aggregate of all semesters by June 2019**. Please bring originals and copies of your final degree certificate and mark-sheet for mandatory verification & our record. In case these final certificates & mark sheet are yet to be released by your college, they will need to be verified immediately as available. If it transpires after you join us, that you have secured less than 60% marks (CQPI up to your final college semester) we will be compelled to terminate your services.

**2. Training & Confirmation**

Your training period shall be of one year and shall comprise of both "Class Room" and "On the Job" training content. Your performance on the training program will be assessed both during and at the end of the program. Successful completion of the Training program is mandatory for your confirmation and continuation of employment.

Our training location for the Classroom Training (Six weeks approximately) is centralized at Pune, irrespective of the final work location to which you are assigned.

**3. Designation & Work location**

You will be designated as **Graduate Engineer Trainee**. Your location of posting will be communicated before completion of your Class Room Training Program at Pune. In case your work location is other than Pune, you need to travel to that location immediately after the Class Room training at your own cost. The company also reserves the right to transfer its employees any time during their tenure of service to any location or department of the company, or its Affiliates or to a Customer's "Work Location".

**4. Work Timings**

The days & timings of work may vary depending on your location of work and the Customer account to which you are assigned. This may also involve working in shifts or beyond normal working hours depending on exigencies of work. Unless otherwise specified, such additional hours of work shall be deemed to be covered in your remuneration detailed in section 6 below. You shall abide by the office duties, stand-by duties, time schedules and other directions as may be prescribed by the Company from time to time. The Company at its sole discretion shall regulate the time schedule of the duties.

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#### **5. Unauthorized Absence & Alternate Engagement:**

Absence for a continuous period of three days without intimation is construed as "Unauthorised Absence". This is considered as an act of serious misconduct. You shall devote full time to the work of the Company and shall not undertake any direct/indirect business or any other assignment whether honorary or remunerative or accept any reward except with prior written permission of the Company.

Any violation of the above invokes disciplinary action and may lead to termination of employment.

#### **6. Remuneration**

In the first year of your employment, your Annual Total Cost to Company shall be Rs. **414565 (Four Lakhs Fourteen Thousand Five Hundred Sixty Five only)**. Thereafter, the company norms and practices will apply. The break-up of your remuneration is attached as **Annexure "B"**. You are also eligible for the following bonuses:

- **Loyalty Bonus:**  
You will be eligible for a one Time Loyalty Bonus of Rs. **75000 (Seventy Five Thousand only)** on your successful completion of three years continuous service with the company.
- The above bonuses shall not be paid in advance of completion of the stipulated period of service or be paid pro-rata, proportionate to a completed period.

#### **7. Income Tax**

All payments received by you from the Company are subject to Income tax deducted at source as per the Income tax rules applicable from time to time. However the onus to satisfy your Assessing Officer regarding your tax liability shall exclusively lie on you.

#### **8. Benefits**

In addition to the above remuneration, you will be entitled for benefits of Gratuity, Provident Fund and Medical Insurance Cover, location specific transport & other available facilities. You will be eligible for leave commensurate with the norms followed at individual locations for specific customer accounts.

#### **9. Superannuation**

You shall retire from the services of the company on attainment of sixty years of age.

#### **10. PTO / Holidays**

You shall be governed by the provisions of Paid Time Off (PTO) policy.

#### **11. Code of Conduct**

With the acceptance of this letter, you will undertake to abide by the guidelines of the Tata Code of Conduct (TCOC) and will be required to demonstrate appropriate behavior towards its adherence and cherish the values propagated by the Company.

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### **12. Background Check**

The Company reserves its right to engage a professional agency to verify information provided by you in your application or thereafter. If the information furnished by you while seeking employment, is found to be incorrect, misleading or suppressed or upon being found with past conviction for criminal acts, the Company shall be within its rights terminate your services.

### **13. Data Protection and Privacy**

You shall not divulge to anyone, whether a direct competitor or otherwise, by word of mouth or otherwise any particulars or details of our security source code, security arrangements and administrative and / or organizational matters whether confidential, secret or otherwise, which you may acquire during the course of your employment with the Company. You shall also use your best endeavor to prevent the disclosure, communication and publication of any confidential information.

On joining, you will be required to sign the 'Individual Confidential Nondisclosure Agreement' which shall form part of the appointment letter and terms incorporated herein by reference. The Company reserves the right to initiate legal action against you in case of breach of the Individual Confidential Nondisclosure Agreement.

You further give your explicit consent that Tata Technologies may transfer any of your personal data to any other company within the Tata Technologies group of companies globally in connection with the conduct of business. You also give your explicit consent to Tata Technologies disclosing your personal data limited to that required for the purposes of performing your job for clients, potential clients, suppliers, and other third parties that you may have reason to be in contact with in pursuance of your job.

It is essential that your personal records are accurate and kept up to date. It is your responsibility to notify the HR department and update the information in Personal Information Tab in Employee Self Service Portal.

### **14. Conflict of Interest**

In the event of your decision to sever the relationship with the Company, you shall ensure that your new assignment does not conflict directly or indirectly with the interest of the company, customers with whom you were engaged during the employment with company.

### **15. Medical Fitness**

Your appointment and continuance of your employment with the Company is subject to you being physically fit to carry out the jobs assigned by the company. We presume that the validity of answers you gave in our application form at Campus interview still prevail. If this presumption is incorrect, on account of any medical condition that developed subsequently, you are obligated to declare this before joining. You undertake to inform your Reporting Manager & HR Manager immediately if any medical serious medical conditions arise whilst in service.

Any concealment of correct & up to date information will be treated as a breach of trust and invoke disciplinary action and possible dismissal from services.

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#### 16. Separation

Your appointment is subject to termination with **three months' notice** by you or by the Company. You should be fully available for company work during the notice period. Absence of notice period of three months or part thereof, invokes a payment of three months' basic salary or part thereof by you to the Company or by the Company to you, as the case may be, in lieu of the notice period. However, accepting a notice period less than three months is entirely at the Company's discretion. The Company is not under any compulsion to accept an employee's offer to surrender the basic salary in lieu of notice period or a part thereof.

Notwithstanding what has been mentioned above, the Company may also terminate your appointment with immediate effect and without notice period, if you are found guilty of serious misconduct.

#### 17. General

The above terms and conditions are based on company policies, procedures and other rules currently applicable and are subject to amendments from time to time. You will also abide by all these and other rules and regulations of the company as shall be in force, from time to time.

For TATA Technologies Ltd

**Rahul Verma**  
Global Head – Rewards & Performance

I have read the appointment letter and accept the terms and conditions set out and shall abide by the same. I will join the Organization effective July 1, 2019.

I further agree that I have carefully considered and obtained appropriate counsel, wherever necessary on the nature and extent of the restrictions, rights and remedies conferred upon the Company under this appointment letter and hereby acknowledge and agree that the covenants contained in this agreement are supported by good and valuable consideration, are reasonable in time and are reasonably necessary to protect the legitimate business interests of the Company.

Name: Vivek Saahil

Signature of the Candidate:

Date: 30/05/2019

Place: PUNE

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**ANNEXURE B**

**COMPENSATION COMPONENT**

Name	Mr. Vivek Saahil	
Grade	L1.1	
<b>COMPENSATION</b>	<b>Monthly</b>	<b>Annualized</b>
Consolidated Salary (Basic Salary)	10100	121200
House Rent Allowance (HRA)	4040	48480
Bonus	2000	24000
<b>Flexible Benefits Plan*</b>	<b>13981</b>	<b>167772</b>
<b>Retirals</b>		
Provident Fund (Employer)	1212	14544
Gratuity	486	5832
Superannuation Allowance / Pension Scheme**	1515	18180
<b>Total Fixed Compensation</b>		<b>400008</b>
<b>Cost to Company</b>		<b>400008</b>
Insurance Premium Paid By Company (Notional):		
Group Medical Insurance		13972
Group Personal Accident & Group Term Life Insurance		584
<b>Total Cost To Company</b>		<b>414565</b>

**Note:**

\*Flexible Benefit Plan Please refer FBP Policy guidelines on India HR Policy Portal for details on limits under each component.

- Leave Travel Assistance
- Medical Reimbursement
- Children Education Allowance
- Children Hostel Allowance
- Telephone Bills Reimbursement
- Mobile Handset Reimbursement
- National Pension Scheme
- Group Term Life Insurance (Top-up)

(Unallocated FBP Amount will be shown under Special Allowance.)

\*\*Superannuation Allowance / Pension Scheme - Employee will have two options to choose (1) To join Superannuation Pension Scheme. Once you have chosen the option, you will not be allowed to change or (2) To get Superannuation Allowance on monthly payout basis which is subject to tax.

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Annexure "C"

CHECKLIST

At the time of reporting, you are requested to the submit the following documents \*

S. No.	Particulars	Checklist Yes / No
A.	Course Completion Certificate from the college Principal.	Yes / No
B.	Please bring the following certificates in original supporting your educational qualifications along with mark sheets for verification only and two attested copies of each document for joining formalities	Yes / No
	1. Xth Certificate & mark sheets	
	2. XIIth Certificate & mark sheets	
	3. Degree Certificate & Semester/year-wise mark sheets	
	4. Master's Certificate & Semester/year-wise mark sheets	
	5. Diploma/PG Diploma Certificates & Transcripts	
	6. Any other Certificates with supporting documents, if any	
C.	Duly Signed copy of our offer Acceptance letter	
D.	Passport size photographs with a <u>grey background</u>	
E.	<b>PAN Card</b> and Proof of PAN Number You must carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN number	Yes / No
F.	<b>Valid Passport</b> Please submit copy of the valid Passport (inclusive of all blank pages). In case if you did not apply please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to VDS Joining Formalities Team	Yes / No

Note:

- \*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer of appointment.
- Please ensure to carry all the Original documents for our verification at the time of your joining.

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Annexure "D"

SUMMARY OF BENEFITS

We are committed to the health and overall well being of our employees. We constantly strive to improve and bring better benefits for our employees. Here are some of the domain wise benefits that you can avail of to achieve a better work-life environment.

(A) Wellness:

**1. Group Medical Insurance Policy**

Employees and their dependents are covered with a Medical Insurance policy for Hospitalization. A basic cover is provided at company's cost. However there is a provision to take additional cover at your cost. To meet domiciliary medical expenses, your compensation includes an allowance paid monthly. There are several other benefits under our medical policy. Please visit our intranet site for complete details.

**2. Group Personal Accident Insurance Policy**

All our employees are covered under a 24X7 Accident insurance coverage (Premium paid by company)

**3. Group Term Life Insurance Policy**

All our employees are covered under a Term Life Insurance Policy (Premium paid by company) with basic cover. However, there is a provision to opt for top up coverage (Premium to be borne by employee).

**4. Annual health Check Up**

The Company does not take the appropriateness of your health for granted. It considers the risks of serious undetected health issues that can impact your life. Facilities for Company paid annual medical check have been set up. We appreciate the pressures you need to address on the work and home fronts. However, do take the time off for a medical check just once a year to de-risk potential health issues. You owe this to yourself and your family.

(B) Asset Creation

**1. Car Policy**

Employees with T/S & L1 grade will be eligible for subsidy on Car loan [Rs. 12000 & Rs15000 per annum], Employees in grade L2 and above will be covered under Car Lease policy.

(C) Personal Development:

**1. Training**

We have an elaborate program to cover employees with class based training as well as on job training on technical and cognitive needs.

**2. Education Enhancement**

We are committed to supporting our employees achieve higher education and learning as a part of their self-development. We provide study leave under special circumstances for pursuing higher education subject to policy guidelines in the Education Enhancement Policy. Fifty percent costs of tuition & examination fees are reimbursed on successful achievement of higher educational qualification.

**3. Skill Enhancement**

Our Company also supports, facilitates and encourages employees to enhance their technical qualification by pursuing contemporary certification courses in specialize skill areas. Here too fifty percent of tuition & examination fees are reimbursed on successful acquisition of certification.

*Note: The Management has the right to modify / change / delete any or all of the above benefits without prior notice.*

GESSO GEORGE GESSO GEORGE, you are signed in.

Job Search

My Jobpage

Offers

Pre-Hire

## Offer has been accepted

Printable Format

Date: 10 May, 2019

### LETTER OF INTENT FOR TRAINING

GESSO GEORGE

ARMY INSTITUTE OF TECHNOLOGY ,OBH G- 105

Dear GESSO GEORGE,

With reference to your application and the subsequent interviews with us, we are pleased to offer you the position of Trainee on the following terms and conditions:

1. Your initial place of posting will be at the Pune SEZ unit of the Company located at
2. You are expected to join us on **26 Aug, 2019**, failing which we will presume that you have no interest in seeking training with us. Accordingly, this offer for training will be treated as cancelled and withdrawn. The Business hours begin from **09:30 am** onwards.
3. Please submit photocopies of the following documents at the time of your joining:
  - a) Documentary evidence of date of birth
  - b) Attested photocopies of all educational qualifications (SSC, HSC, Degree/Diploma)
  - c) Six passport size photographs
  - d) Blood group proof (medical test report / any ID with Blood Group mentioned)
  - e) PAN card copy

This offer is subject to your successful completion of graduation and submitting the educational credentials within 90 days from the date of joining.

4. The Compensation and Benefits Program applicable to your Band is enclosed for your reference. We reiterate that your compensation is a confidential matter between you and the Company and we reaffirm that the Company shall view any breach of confidentiality with the utmost seriousness.
5. This is not a Letter of Appointment but a Letter of Intent (LoI) granting you training facilities in our organization.
6. The formal Letter of Appointment (LoA) will be issued at the time of your joining.
7. You will be on training for a period of 12 months from the date of joining
8. On completion of your training, based on your performance, you will be considered for absorption in the regular cadre of the Company as an employee.
9. Please sign and return the duplicate copy of this letter, indicating your acceptance.

We look forward to your joining us.

For Vodafone India Services Private Limited/ Vodafone Global Services Private Limited  
Lalit Khosla  
General Manager

### Attachments

- GESSO GEORGE-7323446.pdf



Date: 1<sup>st</sup> June 2019

Name : Amit Singh Charak  
Institution : Army Institute of Technology, Pune

**Sub: Offer Letter for the Post of Service Executive**

Dear Amit Singh Charak,

**CONGRATULATIONS!!**

This is with reference to your application and subsequent interviews and discussions with us, regarding a career opportunity at Coffee Day Beverages.

We are pleased to offer you the position of "Service Executive" in our organization on mutually agreed terms.

Your CTC (Cost to Company) will be as per Annexure I.

Your date of joining would be 1<sup>st</sup> July 2019. Your place of posting would be communicated to you during your joining.

You would be required to report at Coffee Day Global Limited, Coffee Day Square, 23/2, Vittal Mallya Road, Bangalore-560001 on the date of joining.

You are required to submit the following documents on the date of joining. Wherever copies are specified, please also carry your originals for verification.

- Copy of education certificates
- Copy of permanent address proof
- Copy of PAN Card & AADHAR Card (Both Mandatory)
- Salary certificate/ last three month's pay slips (If applicable)
- Relieving letter from the previous employer (If applicable)
- 4 Passport size photographs
- Updated resume
- Medical certificate from a General Practitioner certifying that you are physically fit for employment

This offer is subject to a satisfactory verification of your previous academic and employment details as disclosed by you in your resume and the employment application form.

We look forward to your joining our team for a long and successful career. Kindly sign the copy of this letter as your acceptance and confirm the date of your joining.

Thanking you,

For Coffee Day Global Ltd.,

Arundhati Mukoo  
General Manager - Human Resources  
Coffee Day Beverages

Amit Singh Charak





ANNEXURE I

Name : Amit Singh Charak	
Earning Headers	Annual (INR)
Basic Salary	1,35,000
House Rent Allowance	67,500
Other Allowance	74,807
Provident Fund (Employer)	16,200
Gratuity (As per policy)	6,494
<b>Fixed CTC (INR)</b>	<b>3,00,000</b>
Performance Bonus (First Yr)	40,000
<b>CTC Per Annum (INR)</b>	<b>3,40,000</b>

- **Performance Bonus (First Year):** You would be eligible for Performance Bonus of **INR 40,000/- (Rupees Forty Thousand only)** at the end of 1(One) year of continuous service from your Date of Joining, provided you achieve a performance rating \* 5 or 4 for the first year of your employment with the Company.
- **Recovery Clause:** In the event that you leave the employment of the Company prior to the completion of 2 (two) years from the date of joining, you will be liable to pay liquidated damages to the Company of INR 50,000 /- (Rupees Fifty Thousand Only) which represents the loss suffered by the Company in providing you training and other employment related costs. The company shall have the right to withhold and set off any amount payable to you as salary or other allowances, towards any cost incurred by the Company for or on behalf of you and the Company shall have the right to seek recovery action against you for any residual money payable by you to the Company after such set off.
- **Other Allowance:** Includes statutory bonus where applicable.
- Employer's Contribution to provident fund of 12% of basic is included in your CTC. An employee contribution of 12% of basic would be deducted from your compensation towards Provident fund.
- Gratuity is payable upon Separation as per policy.
- Tax will be deducted on all income except reimbursements as per the applicable current income tax laws.
- **Field Reimbursements:** Includes daily allowance, travel, mobile reimbursements for days spent on the field.
- **Training:** Product Training, Selling Skills Training and training you to be effective on the job is an integral part of the Service Executive Program.

For Coffee Day Global Ltd.,

Arundhati Mukoo  
General Manager - Human Resources  
Coffee Day Beverages

Date:

Acknowledgement

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

Acceptance Signature:

Name: **AMIT SINGH CHARAK**

Date: **03/06/19**

Signature of Parent:

Name:

Date:

Amit Singh Charak

Date: 20-03-2019

**Offer letter**

Dear **Himanshu**,

Congratulations from ELEATION...!!!

Based on your performance in Online Test and Technical Interview, we are pleased to offer you the position of **CAE trainee** in ELEATION.

Your appointment and joining date is subjected to following points:

1. You have to complete ELEATION's ANSYS Level – 1 and ELEATION's HyperWorks Level – 1 Training Course from ELEATION's Online Courses.
2. You have to submit the complete homework and assignment shared with you during the training.
3. You have to clear the online test, tool test and Technical Interview which we will conduct after the training.

Your joining date is subjected to your performance in the test and interview which will be conducted after the training. Under any circumstances if you fail to meet the required standards and/or fail to qualify the test and/or the interview, your joining will be terminated. Company is not liable in any case.

For completing the joining formalities you are required to submit some relevant documents, you can refer to **Annexure A** for the list of those documents.

We are pleased to inform you that your CTC will be INR 2.4 lakhs, and will be applicable from the date of joining.

Thank you,

Sincerely,

ELEATION.



PRINCIPAL's NAME & SIGNATURE

*[Signature]*  
Dr B P Patil

Principal  
Army Institute of Technology  
Dighi Hills, Pune-411 015.

PLACEMENT OFFICER's NAME & SIGNATURE

*[Signature]*

Prof. Khadkar M's

HOD's NAME & SIGNATURE

*[Signature]*  
Sanjiv M Sansgiri

Dr Sanjiv M Sansgiri